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Our Ref
Your Ref

Date: 06 September 2023

Dear Councillor

Council

YOU ARE HEREBY SUMMONED to attend the Meeting of the **Council** to be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote on **Thursday, 14 September 2023 at 18:00** to transact the business set out on the attached agenda.

Yours faithfully,

Chief Executive

To:-

Labour Group

Councillor S Bambrick (Chair) and Councillor M Gee (Vice-Chair)
Councillors A Archer, J Carroll, S Harrison, A Haynes, I Hudson, J Jackson,
A Jones, J Jones, L Mulgrew, M Mulgrew, R Pearson, D Pegg, V Redfern, G Rhind,
D Shepherd, L Singh, K Storey, B Stuart, S Taylor, A Tilley, and N Tilley.

Conservative Group

Councillors N Atkin, D Corbin, M Fitzpatrick, M Ford, K Haines, A Kirke, J Lowe,
S Meghani, D Muller and P Watson.

Liberal Democrats

Councillors G Andrew and J Davies.

Non-Grouped

Councillor A Wheelton.



AGENDA

Open to Public and Press

- 1 Apologies.
- 2 To confirm the Open Minutes of the following Council Meeting held on:
22 June 2023 **5 - 17**
- 3 To receive any declarations of interest arising from any items on the Agenda
- 4 To receive any announcements from the Chair, Leader and Head of Paid Service.
- 5 To receive any questions by members of the public pursuant to Council Procedure Rule No. 10.
- 6 To receive any questions by Members of the Council pursuant to Council Procedure Rule No. 11.
In accordance with Council Procedure Rule No.11 Councillor Corbin **18 - 18**
will ask the Leader of the Council the following question
In accordance with Council Procedure Rule No.11 Councillor **19 - 19**
Meghani will ask the Leader of the Council the following question
- 7 To consider any notices of motion in order of which they have been received.
In accordance with Council Procedure Rule No. 12, Councillor A **20 - 20**
Wheelton will move the following motion
- 8 **PROTOCOL FOR THE USE OF INFORMATION TECHNOLOGY BY MEMBERS** **21 - 49**
- 9 To receive and consider the Open Minutes of the following Committee and Area Forum meetings:
Finance and Management Committee 16 March 2023 **50 - 55**

| | |
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| Environmental and Development Services Committee 02 March 2023 | 56 - 59 |
| Environmental and Development Services Committee 20 April 2023 | 60 - 66 |
| Environmental and Development Services Committee 30 May 2023 | 67 - 71 |
| Environmental and Development Services Committee 10 August 2023 | 72 - 77 |
| Newhall Area Forum Minutes 24 January 2023 | 78 - 91 |
| Melbourne Area Forum Minutes 25 January 2023 | 92 - 102 |
| Swadlincote Area Forum Minutes 31 January 2023 | 103 - 115 |
| Etwall Area Forum Minutes 01 February 2023 | 116 - 127 |
| Repton Area Forum Minutes 14 February 2023 | 128 - 137 |
| Linton Area Forum Minutes 16 February 2023 | 138 - 149 |
| 10 To review the compositions of Committees, Sub-Committees and Working Panels. | |
| 11 To review the compositions of Substitute Panels. | |
| 12 To review representation on Outside Bodies. | |
| 13 To review Member Champions. | |

14 The Chairman may therefore move:-

That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

15 To confirm the Exempt Minutes of the following Council Meeting held on:

22 June 2023

16 To receive any exempt questions by Members of the Council pursuant to Council Procedure Rule No. 11.

17 EAST MIDLANDS INVESTMENT ZONE

18 To receive and consider the Exempt Minutes of the following Committee meetings:

Finance and Management Committee 16 March 2023

Environmental and Development Services Committee 02 March 2023

Environmental and Development Services Committee 20 April 2023

Environmental and Development Services Committee 30 May 2023

MINUTES of the COUNCIL MEETING of the
SOUTH DERBYSHIRE DISTRICT COUNCIL
held at the Civic Offices, Civic Way, Swadlincote
on Thursday 22 June 2023
at 6.00pm

PRESENT:

Councillor S Bambrick (Chair) and Councillor M Gee (Vice-Chair) and Councillors A Archer, S Harrison, A Haynes, I Hudson, J Jackson, A Jones, J Jones, L Mulgrew, M Mulgrew, R Pearson, D Pegg, V Redfern, G Rhind, D Shepherd, L Singh, K Storey, B Stuart, S Taylor, A Tilley and N Tilley.

Conservative Group

Councillors N Atkin, D Corbin, M Fitzpatrick, M Ford, K Haines, A Kirke, J Lowe, S Meghani, D Muller and P Watson.

Liberal Democrats

Councillors G Andrew and J Davies

Non-Grouped

Councillor A Wheelton

CL/27 **FORMER COUNCILLOR ROGER REDFERN**

A minute's silence was held in memory of former Councillor, Roger Redfern and Members paid tribute regarding his service as a District Councillor.

CL/28 **APOLOGIES**

Apologies for absence from the Meeting were received from Councillor Carroll (Labour Group) and Councillor Ford (Conservative Group)

CL/29 **ELECTION**

The election of the following Members at the Hilton By-Election held on 15 June 2023 was reported to Council:

- Grahame Warwick Andrew
- Jayne Elizabeth Davies
- Sundeep Meghani (commonly known as Sundip Meghani)

CL/30 **TO CONFIRM THE OPEN MINUTES OF COUNCIL MEETINGS**

The Open Minutes of the Annual Council Meeting held on the 18 May 2023 (CL1/-CL/24) and Civic Council Meeting held on 25 May 2023 were approved as a true record and signed by the Chair.

CL/31 **DECLARATIONS OF INTEREST**

Council was informed that no declarations of interest had been received.

CL/32 **ANNOUNCEMENTS FROM THE CHAIR**

The -Chair of the Council congratulated the newly elected Hilton Councillors. Council was informed of the Chair's attendance at the British Empire Awards Ceremony, the Dance in the Forest event at Rosliston Forestry Centre and the Festival of Light.

CL/33 **ANNOUNCEMENTS FROM THE LEADER**

The Leader of the Council welcomed the new Members to the Chamber and thanked the Returning Officer for carrying out the election.

Council was informed that the Leader had been in discussions to seek the best way to continue to develop communications. It was noted that this would include a monthly newsletter from the Leader and Chief Executive to both Members and Staff, the circulation of press releases and the use of instant communication for urgent items.

The Leader of the Council updated Members regarding the East Midlands Devolution and informed them of a TEAMS briefing taking place on 27 June 23 and outlined some of the 20th Anniversary Toyota City Partnership celebration events and activities taking place.

The Leader of the Council invited Councillor Corbin to address Council. Councillor Corbin, as Leader of the Conservative Group announced that Councillor Meghani would be Deputy Leader of the Conservative Group.

CL/34 **ANNOUNCEMENTS FROM THE HEAD OF PAID SERVICE**

The Chief Executive addressed Council and confirmed that Stenson Fields Parish Council were now quorate.

CL/33 **QUESTIONS BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

Council was informed that no questions had been received.

CL/34 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

In accordance with Council Procedure Rule No.11 Councillor Fitzpatrick asked the Leader of the Council the following question:

“With the written permission of Miss Claire Cadd, I would like to ask a question of the Leader of the Council regarding Miss Cadds’ experience of our council housing service.

I first met Miss Cadd, when I supported a fundraiser for Miss Cadds' daughter Poppy in Summer 2021. Poppy has a very rare disease called Canavans, a disorder that damages the ability of nerve cells in the brain to send and receive messages. The villagers of Hatton have raised tens of thousands of pounds to support Poppy in her need of pioneering surgery in the United States.

In February 2022 I was contacted again by the family who had recently been accepted onto our housing register as a priority case and had bid for a property in Hatton where they needed to be close to their family support network.

They were unsuccessful in this first bid and in March 2022 asked about a second property in the area which already had some adaptations with a ramp and wet room. This property was not offered to the family either.

By July 2022, I was involved again in trying to help when the family asked about a property on Appletree Road in Hatton which was described as "being empty for some time".

The family were keen to move into Appletree Road, but they claim that they were told that property would be too expensive to modify and that SDDC officers were looking at a more "suitable" property for them.

In Sept 2022 an offer of a property in Mickleover was made but because of the distance away from family this was not accepted. The family also asked that an empty ground floor flat in Hatton be considered for them.

In Oct 2022 after further assessment work by other agencies, a decision was made that the property at Appletree Road could meet the family's needs and in Nov 22, the family accepted this without adaptations (due to waiting list for assessments). A schedule of other works was identified at the property.

By March 2023, I tried to move things on at SDDC with the hope that works could be completed by the end of the month. However, in both April and May 2023 further works are identified at the property which again prevented a handover.

The last issue was the need for a new EPC certificate and on Friday 26th May the family accepted the keys with an agreement that decoration would not be carried out by SDDC and that in lieu, decoration vouchers would be supplied to support their own decorating efforts.

The family with their supporters started the decoration works immediately only to find that huge chunks of plaster fell off the walls and that exposed electrical works and some incorrect pipework in the kitchen prevented them from completing several tasks.

This month, remedial works have been carried out by SDDC/Novus, which will finally let the family move into the property.

Although the family are now pleased to be in a property close to their support network, they do describe the process that they have been through as traumatic and highly stressful. At a time when they had a disabled daughters needs to attend to our processes and multiple delays caused them unnecessary added pressures and they hope that no other family has to go through the same ordeal to find a council property in South Derbyshire.

It also seems highly ironic to them that a property they identified themselves as long ago as July 2022 has taken nearly a year to become available to them and this is without the adaptations that Poppy will need as she grows and which will have to be fitted later.

I recognise that officers at SDDC have worked very hard on this case, and I am in no way questioning their efforts. Despite these best efforts I am left with the feeling that we have failed this family and in presuming that the Leader of the Council agrees with me that this level of service to a family with a disabled child is not acceptable, can he please advise this council of what lessons can be learnt from this case and how we can improve our service in this area.”

The Leader of the Council thanked Councillor Fitzpatrick for raising awareness of the situation. The Leader of the Council informed Members that whilst it was not appropriate to discuss an individual case in public, that following discussions with officers it could confirm that the Council’s adaptation process was a long process and an improvement plan had been put in place. It was further noted that following a review a number of recommendations had been made that included purpose-built houses.

Councillor Fitzpatrick raised a supplementary question regarding the length of time that the Apple Tree Road property had been empty.

The Leader of the Council explained that he did not have knowledge of that information, but it would be supplied in a written response to Councillor Fitzpatrick.

CL/35 **NOTICES OF MOTION IN ORDER OF WHICH THEY WERE RECEIVED**

Council was informed that no notices of motion had been received.

CL/36 **SHARED PROSPERITY FUND**

The Chief Executive addressed the Committee and outlined the key areas within the report highlighting the allocation of £400K rural fund and a programme of activities. The Chief Executive sought approval to allow for the signing of the revised Memorandum of Understanding.

Councillor Taylor supported the recommendations and noted the support of all Members for the funding allocation specifically for deprived rural areas.

RESOLVED:

1.1 Council authorised the District Council to enter into a revised Memorandum of Understanding with the Secretary of State for Levelling Up, Housing and Communities regarding the administration and delivery of the UK Shared Prosperity Fund.

1.2 Council granted authority to the Chief Executive, in consultation with the Leader of the Council, to finalise the terms of the agreement with Government.

CL/37 **OPEN MINUTES:**

Council received and considered the open minutes of the following Committees.

| Committee | Date | Minute No's |
|------------------------|-------------------|--------------------|
| Planning Committee | 23 August 2022 | PL/51 – PL/69 |
| Planning Committee | 20 September 2022 | PL/70 – PL/80 |
| Etwall Joint Committee | 11 January 2023 | EL/14 – EL/18 |
| Etwall Joint Committee | 26 April 2023 | EL/19 – EL/23 |

RESOLVED:

That the Open Minutes of the above mentioned Committees were approved as a true record.

CL/38 **POLITICAL PROPORTIONALITY**

It was reported that the Council's duty to determine the allocation of seats was prescribed by the Local Government and Housing Act 1989, as modified by the Local Government (Committees and Political Groups) Regulations 1990.

A report was submitted which confirmed the political composition of the Council. It also set out the requirements to review representation of the different political groups for the remainder of the Municipal 2023/24.

RESOLVED:

- 1.1 Council approved and adopted the recommended allocation of seats to the Political Groups and Non-Grouped Member for the remainder of the municipal year 2023/24.***
- 1.2 The Council allocated seats between the Political Groups and Non-Grouped Members as set out at Annexe 'A' of the report and invited Group Leaders and Non-Grouped Members to make nominations to fill the seats.***

CL/39 **APPOINTMENT OF COMMITTEES, SUB-COMMITTEES AND WORKING PANELS 2023/24**

Members reviewed the composition of Committees, Sub-Committees and Working Panels for the remainder of the municipal year 2023/24.

RESOLVED:

The nominations of Members to serve on Committees, Sub-Committees and Working Panels for the remainder of the municipal year, as set out at Annexe "B" to these Minutes were received and noted.

CL/40 **COMPOSITION OF SUBSTITUTE PANELS**

Members reviewed the composition of the Substitute Panels for remainder of the municipal year 2023/24.

RESOLVED:

Nominations of Members to serve on Substitute Panels for the remainder of the municipal year, as set out at Annexe “C” to these Minutes, were received and noted.

CL/41 **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2023/24**

The Leader of the Council announced a revision to the Outside Bodies representation list.

RESOLVED:

South Derbyshire Partnership

Councillor Gordon Rhind to be appointed.

CL/42 **APPOINTMENT OF MEMBER CHAMPIONS**

Members reviewed the Representation of Member Champions.

RESOLVED:

Council was informed no amendments were to be made.

CL/43 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:

That in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined under the paragraphs of Part 1 of Schedule 12A of the Act as indicated in the reports of Committees.

EXEMPT MINUTES OF THE COUNCIL

The Exempt Minutes of the Annual Council Meeting held on 18 May 2023 (Minute Nos.CL/25-CL/26) were approved as a true record.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NUMBER 11

Council was informed that no questions had been received.

The meeting terminated at. 18:40 hours.

COUNCILLOR S BAMBRICK

CHAIR OF THE DISTRICT COUNCIL

Annexe B

COMPOSITION OF COMMITTEES, SUB-COMMITTEES AND WORKING PANELS **2023/24**

FINANCE AND MANAGEMENT COMMITTEE (13)

Labour Group (8)

Councillor R Pearson (Chair), Councillor L Singh (Vice-Chair)
Councillors S Harrison, M Mulgrew, G Rhind, S Taylor, N Tilley, and B Stuart.

Conservative Group (4)

Councillors D Corbin, M Fitzpatrick, M Ford and S Meghani

Liberal Democrats (1)

Councillor G Andrew

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE (13)

Labour Group (8)

Councillor S Taylor (Chair), Councillor K Storey (Vice-Chair)
Councillors A Archer, I Hudson, J Jackson, A Tilley, V Redfern, and B Stuart

Conservative Group (3)

Councillors K Haines, J Lowe and P Watson

Non-Grouped (1)

Councillor A Wheelton

Liberal Democrats (1)

Councillor G Andrew

HOUSING AND COMMUNITY SERVICES COMMITTEE (13)

Labour Group (9)

Councillor G Rhind (Chair), Councillor M Mulgrew (Vice-Chair)
Councillors A Archer, S Harrison, A Haynes, J Jackson, D Pegg, D Shepherd and A Tilley.

Conservative Group (3)

Councillors D Corbin, M Fitzpatrick and J Lowe.

Liberal Democrats (1)

Councillor J Davies.

PLANNING COMMITTEE (13)

Labour Group (8)

Councillor G Jones (Chair), Councillor D Shepherd (Vice-Chair)
Councillors J Carroll, M Gee, I Hudson, A Jones, L Mulgrew and K Storey

Conservative Group (3)

Councillors K Haines, A Kirke and D Muller.

Non-Grouped (1)

Councillor A Wheelton

Liberal Democrats (1)

Councillor J Davies

LICENSING AND APPEALS COMMITTEE (15)

Labour Group (10)

Councillor M Gee (Chair)
Councillors S Bambrick, A Haynes, A Jones, M Mulgrew, V Redfern, G Rhind
A Tilley, N Tilley and S Taylor

Conservative Group (4)

Councillors N Atkin, M Fitzpatrick, A Kirke and P Watson

Liberal Democrats (1)

Councillor

OVERVIEW AND SCRUTINY COMMITTEE (8)

Labour Group (5)

Councillor S Bambrick (Chair), Councillor M Gee (Vice-Chair)
Councillors A Jones, G Jones and L Mulgrew

Conservative Group (3)

Councillors N Atkin, A Kirke and D Muller

STANDARDS COMMITTEE (6)

Labour Group (4)

Councillors R Pearson, L Singh, S Taylor and N Tilley

Conservative Group (2)

Councillor K Haines and S Meghani

JOINT CONSULTATIVE COMMITTEE (5)

Labour Group (3)

Councillors R Pearson and N Tilley

Conservative Group (2)

Councillor M Ford and S Meghani

ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE (3)

Labour Group (2)

Councillors D Shepherd and L Singh

Conservative Group (1)

Councillor D Muller

AUDIT SUB-COMMITTEE (5)

Labour Group (3)

Councillor D Shepherd (Vice-Chair)
Councillors A Jones and A Tilley

Conservative Group (1)

Councillor N Atkin

Non-Grouped (1)

Councillor A Wheelton (Chair)

HERITAGE GRANTS SUB-COMMITTEE (4)

Labour Group (3)

Councillors S Taylor and N Tilley

Conservative Group (1)

Councillor P Watson

SOUTH DERBYSHIRE COMMUNITY GRANT FUND GRANTS PANEL (5)

Labour Group (3)

Councillors R Pearson, G Rhind and S Taylor

Conservative Group (2)

Councillor D Corbin and M Fitzpatrick

LOCAL PLAN WORKING GROUP (5)

Labour Group (2)

Councillors S Taylor and A Tilley.

Conservative Group (2)

Councillors K Haines and P Watson.

Non-Grouped (1)

Councillor A Wheelton

EMPLOYEE HEALTH AND SAFETY COMMITTEE (2)

Labour Group (1)

Councillor S Taylor

Conservative Group (1)

Councillor P Watson

ASSETS OF COMMUNITY VALUE PANEL (2)

Labour Group (1)

Councillors L Singh

Conservative Group (1)

Councillor M Ford.

Annexe C

SUBSTITUTE PANELS 2023/24

FINANCE AND MANAGEMENT COMMITTEE (13)

Labour Group (8)

Councillors A Archer, J Jackson, A Haynes, I Hudson, D Pegg, V Redfern, K Storey and A Tilley

Conservative Group (4)

Councillors K Haines, J Lowe and P Watson

Liberal Democrats (1)

Councillor J Davies

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE (13)

Labour Group (8)

Councillors J Carroll, S Harrison, A Haynes, M Mulgrew, R Pearson, D Shepherd, L Singh and N Tilley

Conservative Group (3)

Councillors D Corbin, M Fitzpatrick and M Ford

Liberal Democrats (1)

Councillor J Davies

HOUSING AND COMMUNITY SERVICES COMMITTEE (13)

Labour Group (9)

Councillors J Carroll, I Hudson, R Pearson, V Redfern, B Stuart, L Singh, S Taylor and N Tilley

Conservative Group (3)

Councillors K Haines, D Muller and S Meghani

Liberal Democrats (1)

Councillor G Andrew

PLANNING COMMITTEE (13)

Labour Group (8)

Councillors S Harrison, J Jackson, M Mulgrew, R Pearson, G Rhind, L Singh, A Tilley and N Tilley

Conservative Group (3)

Councillors N Atkin, J Lowe and P Watson

Liberal Democrats (1)

Councillor G Andrew

ETWALL LEISURE CENTRE JOINT MANAGEMENT COMMITTEE (3)

Labour Group (2)

Councillors I Hudson

Conservative Group (1)

Councillor A Kirke

JOINT CONSULTATIVE COMMITTEE

Labour Group (2)

Councillors G Rhind and S Taylor

Conservative Group (1)

Councillor M Fitzpatrick and A Kirke

HERITAGE GRANTS SUB-COMMITTEE (4)

Labour Group (3)

Councillors G Rhind and D Shepherd

Conservative Group (1)

Councillor N Atkin

ASSETS OF COMMUNITY VALUE PANEL (2)

Labour Group (1)

Councillors G Rhind

Conservative Group (1)

Councillor M Fitzpatrick.

In accordance with Council Procedure Rule No.11 Councillor Corbin will ask the Leader of the Council the following question:

We are all aware of the precarious financial situation for several councils across the UK.

We have learned of financial difficulties for our neighbours in Derby City for example, and, most recently, we have heard about the Section 114 order issued by Birmingham who are effectively bankrupt. A shocking development for Europe's biggest local council.

Here in South Derbyshire, the current Medium Term Financial Plan shows that this council will run out of money in 4 years.

Whilst there are some questions to be answered on funding matters that lie outside of the control of SDDC, recent presentations to council of the MTFP were not accurate financial forecasts for this council, with approximately £1m in business rates not factored in.

We now have a new head of finance in place – whom, I believe has the potential to be a real asset to SDDC – and I understand Tracy Bingham is working on financial strategies for the council's future. As an aside, we also welcome the finance department's new aspiration for preparing and presenting on financial matters in a clearer and simpler way.

The starting point for any new strategy, however, must be accurate and live financial data and proper financial forecasting.

So, with that mind, and in the spirit of empowering all councillors with a clearer understanding of this council's financial position, will the leader commit providing this and commit to a date by when we will have a correct, up-to-date, and accurate financial plan containing correct, accurate and live finance data?

In accordance with Council Procedure Rule No.11 Councillor Meghani will ask the Leader of the Council the following question:

“The South Derbyshire District Council website has an entire section dedicated to ‘Council & Democracy’, which includes information on all District Councillors and their respective contact details.

However, this section of the website is somewhat hidden away, as there is not a clear icon link on the homepage, allowing members of the public to quickly access information on Councillors.

Could the Leader of the Council please arrange for the South Derbyshire District Council website to be updated, so that information and contact details for District Councillors is easier to find on the website’s homepage?”

In accordance with Council Procedure Rule No. 12, Councillor A Wheelton will move the following motion:

This Council formally declares an ecological emergency in response to the ongoing threat to wildlife and ecosystems.

The declaration recognises the essential role that nature plays and provides a statement of intent, to enhance and restore our natural landscape, local wildlife, rivers, streams, water resources, habitats and trees and resist the destruction of such habitats through a considered and sustainable local planning policy.

This motion will see the council add ecological considerations, together with any implications, alongside those for climate, sustainability, and nature recovery in our new corporate plan as strategic priorities embedded within all areas of council engagement.

The Council will continue to collaborate with our communities, businesses and other organisations, existing networks, and partnerships to improve ecological literacy, encourage greater biodiversity, increase local sustainable food production in order to protect food security, tree planting and management.

| | | |
|--------------------------------|-----------------------------------|------------------------------|
| REPORT TO: | FULL COUNCIL | AGENDA ITEM: 08 |
| DATE OF MEETING: | 14 SEPTEMBER 2023 | CATEGORY: DELEGATED |
| REPORT FROM: | MONITORING OFFICER | OPEN DOC: |
| MEMBERS' CONTACT POINT: | ANTHONY BAXTER (EXT. 5712) | |
| SUBJECT: | MEMBER ICT PROTOCOL | |
| WARD (S) AFFECTED: | ALL | TERMS OF REFERENCE: G |

1.0 Recommendations

1.1 That the Committee approves the refreshed member ICT protocol.

2.0 Purpose of the Report

2.1 To review and approve the refreshed member ICT protocol. To raise awareness of the newly created GDPR Handbook for elected member.

3.0 Detail

3.1 The current Member ICT Protocol is outdated. A new version has been drafted to refresh operational inconsistencies and reflect modern working practices. The main changes to the document are listed below;

- Description on roles and clarification on when the ICT Protocol applies including the use of non-council devices and email addresses for Elected Members conducting casework.
- Additional of Identity Management section, including offer for corporate smartphone to all Elected Members.
- General updates renaming legacy software.
- Updated guidance on working practices such as the use of equipment in meetings, process in emergency situations and printing procedures.
- Updated appendix A in line with the current corporate security profile
- Updated appendix B to reflect their nature as guidelines for use.
- Included a new appendix C to provide information security classification.
- Removal of appendix D 'cover sheet' for signing.

The changes to the protocol have been informed by feedback from Elected Members.

- 3.2 Introduction of corporate smartphones is a notable change. Elected Members will be able to request a corporate smartphone to access their SDDC emails, MS Teams, OneDrive, SharePoint Intranet and Identity Management. A personal device can be used for identity management if preferred, however the other functions will only be available on the corporate smartphone.
- 3.3 The new protocol also provides clarity on what IT and Data Protection working practices are relevant for each of the three roles performed by an Elected Member. These roles are also documented in the newly composed GDPR Handbook which is an information document to support training and development.
- 3.4 Appendix A (Password composition) represents best practice guidelines and should followed at all times, though it is recognised that some systems may be unable to support some of the recommended guidelines, due to technical limitations. The guidelines are in place for account credentials that do not enforce a specific combination by default.
- 3.5 Appendix B (Internet and Email guidelines) represents advice and guidance for effective use of those technologies.
- 3.6 Appendix C (Information Classification) gives guidance on the categories of information used by His Majesty's Government and the Government Security Classifications Policy.

4.0 Financial and Implications

None directly.

5.0 Corporate Implications

5.1 Employment Implications

None directly.

5.2 Legal Implications

None directly.

5.3 Corporate Plan Implications

None directly.

5.4 Risk Impact

The member ICT Protocol outlines security measures and acceptable use of technology to reduce the risk of unauthorised access to Council networks and data.

6.0 Community Impact

6.1 Consultation

None required.

6.2 Equality and Diversity Impact

Not applicable in the context of the report.

6.3 Social Value Impact

Not applicable in the context of the report.

6.4 Environmental Sustainability

Not applicable in the context of the report.

PROTOCOL FOR THE USE OF INFORMATION TECHNOLOGY BY MEMBERS OF SOUTH DERBYSHIRE DISTRICT COUNCIL

Version: 2.1

Date: September 2023



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Version Control

| Version | Description of version | Effective Date |
|---------|---|----------------|
| 1.5 | Updated to reflect new ICT equipment, member requirements and best practice | April 2018 |
| 2.1 | Updated to reflect current working practices and guidance | May 2023 |

Approvals

| Approved by | Date |
|-------------|------|
| | |
| | |

Associated Documentation

| Description of Documentation |
|---|
| Elected Member Data Protection Handbook |
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1.0 Introduction

The SDDC Member ICT Protocol is a document to govern Member use of Information Technology and is not intended to restrict you in carrying out your normal Council activities.

This policy relates to the use of ICT equipment, software and communication network when undertaking official Council duties only.

South Derbyshire District Council provides Members with ICT equipment to reduce costs and improve productivity and digital adoption should be the primary channel of business, as it is with Officers.

The ICT Protocol, which follows, exists for a number of reasons, the most important of which are:-

- To protect the Authority and its Members from prosecution. This can involve Data Protection, software usage, security and virus issues.
- To protect the assets owned by the Authority. These assets include not only software and hardware but also data.
- To standardise the working environment. This will allow every computer to operate the same, wherever you are located.
- To streamline ICT equipment procedures, giving users a faster response to faults.
- To enable Members to carry out their duties safely and more effectively.

In order for access to be granted to the Councils ICT infrastructure a Member must understand and accept this protocol.

Any breach of the Protocol may amount to a breach of the Members' Code of Conduct. In addition, any breach could lead to the equipment being recovered by the Council.

If you require clarification of any issue about the use of ICT, please contact ICT Services on 01283 387500, who will be more than happy to assist.

The Protocol will be monitored and reviewed periodically to consider any appropriate amendments necessary.

All other South Derbyshire District Council District Council codes, guidelines and policies apply in addition to the ICT Protocol

2.0 The role of the Member

- 1) They will act as a member of the Council undertaking official council business, for example, as member of a committee or sub-committee. As defined in the Code of Conduct a “Councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who
 - (a) is a member of any committee or sub-committee of the authority, or;
 - (b) is a member of, and represents the authority on, any joint committee or joint sub committee of the authority;
- 2) They will represent the residents of their ward, for example, when undertaking casework.
- 3) They will represent a political party, particularly at election time.

Members will process personal data for different purposes depending on which of the above roles they are undertaking. This policy only applies when the elected member acting in the capacity outlined in point one above.

Who is accountable for the personal data, and therefore what devices and communication channels to use, when undertaking these roles?

Official Council duties

When a Member collects, uses and stores personal data when undertaking official Council duties such as attending a Committee, the Council is the Data Controller and is accountable for ensuring that the data processed by the Member is used in the right way. The Council will do this by providing Members with training, awareness, policies, procedures and guidance so that they know how to handle personal data properly and lawfully.

Undertaking Casework

When a Member collects, uses and stores personal data when undertaking casework, the Member is the Data Controller. The Member is accountable for the data they process and must ensure that it is used in the right way.

Representing a Political Party

When representing a political party, for example when campaigning at election time, the political party is the Data Controller and is accountable for ensuring that the data processed by the Member is used in the right way. The Political Party may do this by providing its Members with appropriate training, awareness, policies, procedures and guidance.

Segregation of Duties & Personal Data

Data protection legislation requires that you have a very clear specified purpose for collecting and using personal data.

Once collected for a specific purpose, personal data cannot generally be used for any other purpose unless:

- the new purpose is compatible with the original,

OR

- you get the consent of the individual to use their data for another purpose,

OR

- you are required to use the information in another way by law (e.g. reporting a safeguarding concern).

For Members, the purpose for processing the personal data is linked directly to the role they are undertaking. For example, when representing a constituent, any personal data collected and used is for the specific purpose of dealing with the enquiry or complaint, and must not be used for any other purpose, e.g. political campaigning.

It is therefore important that Members segregate any personal data held for different purposes and roles.

As a Member of the Council

- Councillors may have access to, and process, personal information in the same way as employees e.g. Committee Reports. In this case it is the Council rather than the Councillor that is the Data Controller.
- Council is responsible for ensuring compliance.
- Data Breaches Must be reported to the Councils DPO within 72 Hours.

As a representative of the residents of their ward (Casework)

- When Councillors represent residents of their ward, they are processing personal information in their own right. E.g. using personal information to timetable a surgery appointment or take forward complaints made by local residents.
- It is the Councillor rather than the Council that is the Data Controller.
- The Councillor is responsible for ensuring compliance and reporting any data breaches to the ICO.

As a representative of a political party

- When acting on behalf of a political party, for instance as an office holder, Councillors are entitled to rely upon the registration made by the party to determine how and why personal information is used. It is the Party rather than the Councillor that is the Data Controller.
- The Party is responsible for ensuring compliance. Data breaches should be reported to the Parties DPO.
- If a prospective Councillor is not part of a political party but campaigning to be an independent councillor for a particular ward, the candidate is the Data Controller.

2.0 Access to Authority ICT Systems

This policy relates to the use of ICT equipment, software and communication network when undertaking official Council duties.

In order to gain access to the SDDC systems, such as outlook, OneDrive, SharePoint and exempt information in CMIS it is necessary to have a valid username and password. Your username and password, also known as credentials, will be provided by a representative of ICT.

The password generated and assigned to a user account will follow strict protocol on its composition as documented later in this protocol and recommended by the Nation Cyber Security Centre.

Access to the Council's network away from Council buildings can only be gained through the use of Virtual Private Network (VPN). In order to access the VPN, users must authenticate through Multi Factor Authentication (MFA). The process of MFA involves a secondary device which a code or prompt can be sent to validate identity. This process is called Identity Management.

Members can choose to have a corporate smartphone to conduct this process or can use their personal device if preferred. Members are encouraged to request a corporate smartphone as this gives secure access to Council services, such as emails, documents and the intranet from any location.

No official council business is conducted through Identity Management and it is recognised that use of a personal device to conduct this is a choice of flexibility and does not amount to using a personal device to conduct official council business.

Your password will need to be changed upon first logon, equally there will be specific requirements as to the composition of your chosen password for security purposes. The password (Active Directory) will need to be changed every 60 days.

Any equipment provided by the Council must not be used for illegal purposes or in any way which could bring the Council into disrepute and must not be used to operate a private business.

The Council Member must not allow any unauthorised person to access the Council's systems using their network credentials or equipment and must keep all passwords secure. For more information on good practice on password control, please refer to Appendix A.

It should be noted that anything stored locally on Council equipment, explicitly, not on the network drives or OneDrive is not backed up by the Council. Members must only save documents to their U drive or OneDrive. Saving files to the desktop is prohibited.

3.0 Hardware Issued by the Authority

All ICT equipment, applications and data belong to and remain the property of the Council.

ICT equipment will be expected to be used for all democratic work, including use at Council meetings and reading/annotating agendas, reports, minutes and accessing SDDC emails.

The Member will take all reasonable steps to ensure ICT equipment is kept secure and protected from theft/damage. Particular care should be taken with regard to ensure ICT equipment is not left on view in cars or on public transport etc.

The Member will grant access to ICT equipment to any authorised employee or agent of the Council at reasonable times for the purpose of service, repair or audit.

If a Member ceases to be a Member of the Council, all equipment must be returned to the Council within 10 working days.

The storage or processing of personal data (e.g. details of names and addresses) may be unlawful in certain circumstances, advice is available from the Data Protection Officer or the Elected Member Data Protection Handbook.

Malfunctions with the ICT equipment should be reported to the ICT Service desk on 01283 387500. Under no circumstances should arrangements be organised for third party repairs to be undertaken.

Members should only use the following number to report or seek help for technical issues (01283 387500). This number is monitored continuously through operating hours. Members should not contact any officer on another number unless they have arranged this separately. This is in place to ensure Members receive a standardised and auditable service on each interaction.

In the event of damage to any part of the equipment, you should inform the ICT Service Desk immediately on (01283 387500).

In the event of theft or loss of ICT equipment the Member must report the incident to the Police to obtain a crime reference/lost property number and then provide this information to the ICT Service Desk on (01283 387500).

In respect of hardware issued for external connection to the Authority, the Council will insure and keep insured the hardware concerned.

In the event of the installed virus protection software discovering a virus on the hardware, you should follow the virus procedure as laid out below:-

Reporting the Action on Finding a Virus

- If a Member suspects a virus is affecting the operation of software and/or hardware, they shall switch off the hardware affected. Phone the ICT Service Desk immediately, who will advise what action to take.
- Do not try to ignore the fact that a virus may be affecting your files – it will not clear itself and will continue to infect other software files/hardware, and potentially other users of the network.

4.0 Internet Usage and External E-Mail

Any Member accessing the Internet for search/browsing or e-mail must ensure they adhere to the following rules:

- Do not access any websites that could be construed as unfit, obscene or would otherwise be considered as inappropriate for a Member of the Council. Websites visited by any user (Member or officer) when connected to the Council server are recorded, monitored and will be available for audit, if necessary.
- If you accidentally enter any area which could be construed as unfit, obscene or inappropriate you must leave it immediately and inform the ICT Service Desk. Be aware that your computer records which sites you have accessed.
- Care must be taken when downloading files via the Internet. Computer viruses may be contained in files and/or e-mails and can severely damage the operation of the laptop. If the installed virus protection software detects any viruses, please follow the instructions above.
- If you receive unsolicited e-mail (e.g. junk or chain mail), do not forward such items to other recipients.
- Never leave the computer unattended whilst you are using the Internet. The session will be your responsibility. It should also be noted, the computer should not be left switched on and unattended for security purposes.
- Use the Internet and its facilities in a responsible way.
- Detailed E-mail guidelines and Internet guidelines are attached at Appendices B and C respectively.

5.0 Use and Care of the Equipment

All ICT equipment and system access supplied to you is primarily for your use relating to official Council duties.

Examples include:-

- Communicating with officers, other Members, MP's, government officials, partner organisations and where appropriate members of the public.
- Dealing with official Council correspondence.
- Communicating and obtaining information in support of approved personal training and development activities.
- Viewing and obtaining material for discussion by a political group on the Council, as long as that relates to the work of the Council and not the political party.
- Formulating policy and the decision-making process of the Council or other organisation on which you have been formally appointed to represent the Council.

5.1 Use for Party Political Purposes/Party Political Publicity

Under the Members' Code of Conduct, there is an absolute restriction on Members using, or authorising the use by others, the resources of the Council ('resources' includes land, premises and any equipment such as PC's, laptops, copiers, scanners, printers, paper and software and the time, skills and help of anyone employed by the Council) for political purposes.

There is also a clear statutory ban on the use of Council property for any purpose connected with party political publicity, either at election time or at any other time. Publicity is defined as any communication, in whatever form, addressed to the public at large or to a section of the public. This will include press releases and letters to the media.

At election time there are also detailed restrictions on the use of Council property for other party political purposes as well as publicity. The safest course is to avoid the use of Council ICT equipment for any purely party political purpose at any time.

This includes all the work you do in connection with:-

- Constituency party meetings, Ward party meetings etc. or communications to party members collectively in their capacity as party members.
- Processing names and addresses of your constituents for electioneering purposes.

5.2 Personal and Casework Use.

As explained in section 2 of this policy, Members typically have three roles. It is important to distinguish between these roles to ensure compliance with Council policy. The Council cannot enforce the use of @southderbshire.gov.uk communication channel and corporate device when a Member is undertaking casework, though it is encouraged.

Members are permitted to communicate with the Council in relation to their casework on personal email addresses however it must be noted the risk for data in transit and the sharing of data collected in this capacity is the responsibility of the Member not the Council.

The use of personal email addresses (or third party addresses such as a work account) is strictly prohibited in relation to the sharing or discussion of internal affairs, such as confidential information, Council documents or any communication not intended for the public domain and you should use your South Derbyshire email account as your primary channel for these purposes.

The ICT equipment or services may be used for personal or casework purposes provided that:-

- It is not detrimental to corporate interests
- It does not cause any disruption, disturbance, inconvenience or degradation of the service
- It does not interfere with the work of the Council
- It does not involve unacceptable use of the Council's system
- The setup of the equipment and connection is not changed in any way

5.3 Examples of unacceptable use

- Breach of confidentiality
- Breach of security rules/guidelines, e.g. breaking through security controls
- Representing values which are contrary to any Council policy
- Promoting any private or personal interests such as selling personal possessions, property or promoting a social activity not related to the Council
- Deliberate accessing or attempting to access, viewing, downloading, displaying, printing or distributing from the internet of what is considered to be material likely to incite criminal behaviour
- Using or transmitting abusive, defamatory, libellous, profane or offensive language
- The importation of computer viruses and similar software through unauthorised downloading of files and programmes from external sources
- Running software that is not approved by the Council
- Loading software applications directly onto any of the Council's systems without approval
- Knowingly causing congestion and disruption of networks and systems
- Deliberate accessing or attempting to access, viewing, downloading, displaying, printing or distributing of what is considered to be offensive, obscene, sexually explicit or pornographic from the internet
- Sending e-mail messages and/or attachments that cause offence or are considered to be harassment on the grounds of gender, race, ethnic or national origin, disability, family status, age, religious belief, class or sexuality. Examples are messages that contain sexual innuendoes, racially biased jokes or obscene language.
- Using mobile data cards for personal use
- The use of proxy sites.

This is not an exhaustive list.

5.4 Monitoring of Communications

You need to be aware that the Council has the capability to monitor all use of the internet and intranet and logs and retains the records.

The reason that monitoring takes place is to ensure that the standards and rules set by the Council and legislation are complied with. This is also in place in relation to managing data security incidents.

We record or monitor:-

- Details of websites visited or attempted to be visited
- Pages accessed
- Files downloaded
- Graphic images examined
- Any file attachments (e.g. pictures or word documents)

The Council has the capability to monitor, log and retain e-mail correspondence.

Any potential viruses within e-mail and internet traffic passing through or outside the Council's systems are scanned for.

5.5 General Issues

Any messages or information you send to someone outside the Council, or statements that reflect on the Council (this is either in a personal capacity or on business use through an electronic network such as bulletin boards, on-line services or the internet) wherever appropriate you must make it clear that the views expressed are personal and may not necessarily reflect those of South Derbyshire District Council.

You must not use anonymous mailing services to conceal your identity when mailing through the internet, falsify e-mails to make them appear to originate from someone else, or provide false information to any internet service which requests name, e-mail address or other details.

5.5 Care of the Equipment

Members are required to take all reasonable care of the Authority's equipment. Members should not eat, drink or smoke over the equipment.

Lending ICT equipment to any third party is strictly forbidden

Members should never attempt to delete software packages from ICT equipment. It should be noted that these will be updated or changed over time and ICT can do this remotely.

Members can only connect their ICT equipment to their home or third party Wi-Fi networks when using the Corporate VPN.

ICT equipment has been selected with robustness in mind however screens are made of glass and therefore are subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the equipment. If provided upon delivery, the equipment should be kept in the case or cover at all times when not in use.

Only a soft cloth is to be used to clean screens.

To extend battery life, users should always turn off and secure their ICT equipment after work is completed.

Do not subject the ICT equipment to extreme heat, cold or moisture (do not store in vehicles).

When carrying ICT equipment in a vehicle or on public transport every effort should be made to keep the device secure i.e. do not leave on display.

The whereabouts of the ICT equipment should be known at all times. It is the user's responsibility to keep their equipment safe and secure.

One charger will be issued with each item of ICT equipment. If lost Members will be expected to replace these at their own cost.

5.6 Strictly forbidden Activity

Illegal installation transmission of copyright materials.

Members are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Downloading other browsers is not permitted. Proxy sites are also prohibited.

Use of South Derbyshire District Council District Council's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

5.7 Malfunction of Equipment

Malfunction or any other technical problem with ICT equipment should be reported to the ICT service desk 5705 (01283 387500), under no circumstances should repairs be organised without consultation with ICT.

5.8 Cameras

Members must use good judgement to ensure the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.

Cameras must not be used in meetings without the permission of the chairman.

5.9 Social Media

ICT equipment provided to Members should not be used to access personal social media sites such as Facebook and Twitter. It is however permissible for Members to use equipment provided for social media for legitimate and official council business reasons such as communicating with residents or maintaining SDDC corporate sites. It is recommended that Members have separate social media accounts for personal and professional use.

5.10 Excessive Usage

ICT equipment cannot be used abroad without configuration changes. To use equipment abroad please contact the ICT service desk within 14 days of departure. Please note, to minimise security risk it is recommended not to use equipment abroad if the need isn't urgent or necessary.

Cellular data is provided to meet the business needs of the Council and appropriate usage tariffs will be selected accordingly.

The Council provides a mobile data contract which pools access to cellular network across the organisation. Each connection (sim card) is monitored for excessive use and proactive reporting is in place to stop any accidental connections incurring large overspends.

Wi-Fi connections should be used wherever possible to avoid additional usage charges. The Civic Offices (in Council Chamber & Members room) Wi-Fi will be preconfigured and equipment can easily be setup for home Wi-Fi or where this is provided in other locations such as Café's, hotels. If assistance is required please contact ICT Services on 01283 387500.

5.11 Malicious Use/Vandalism

Any attempt to destroy hardware, software or data is forbidden.

Defacing of ICT equipment, including the SDDC ID tag, in any way is prohibited (stickers, markers, etc.).

5.12 Printing

Members are only permitted to print out documents on the Council's network using a Council printer. These are located at Civic Office, Rosliston Forestry Centre, Oaklands and The Depot. Members can send a print job to a corporate printer via the laptop even if they are not at one of these locations. The job will only be released to print when the Member scans their badge on the top of the printer.

Members can also request Officers of the Council to print documents in relation to Committee meetings if they are unable to do so beforehand.

5.13 Microsoft Teams

The Council uses Microsoft Teams as its main collaboration tool. It is a communications tool which can also be used for joint working on documents and allows other collaborative functions such as task management.

Teams does not replace email in the case of formal communication of conducting business and a record of chat history is not kept. Members are encouraged to make use of Teams when contacting relevant and appropriate Officers as this in most cases is the fastest way to get a response given the complete integration of Teams in modern working practices.

5.14 Emergency Situations

In an emergency situation, the Chief Executive or other senior officer in the Council may issues an exemption to parts of this policy when responding to a major incident. This is likely to involve a balanced approach to risk and reward on any given situation and will be communicated widely at the relevant time.

6.0 The Law

6.1 Data Protection

All Officers and Members when conducting Council duties are responsible for complying with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 including any consequential data protection legislation as updated, amended or replaced from time to time which concerns the direct use of personal data, whether that information is held in electronic or paper-based form.

The Council has a statutory requirement to report Personal Data breaches to the Information Commissioners Office (“ICO”) within 72 hours of becoming aware of the breach. Members must therefore report a breach (or any suspected breach) without undue delay to the Council’s Monitoring Officer and Data Protection Officer. If the breach is likely to result in a high risk of adversely affecting the individual’s right and freedoms, the Data Protection Officer will inform the individual.

The GDPR applies to Personal Data, meaning any information relating to an identifiable person who can be directly or indirectly identified, such as the name, identification number, location data or online identifier. It also applies to sensitive personal data such as genetic data and biometric data. For more information around Data Protection, please see the Elected Members Data Protection Handbook.

You should ensure that the Personal Data held for Council purposes should not be used for political purposes.

You should be aware that the unauthorised processing or disclosure of such data is prohibited under the GDPR, you are responsible for ensuring that there is no such unauthorised disclosure of data. If the Council fails to abide by the GDPR, it could be prosecuted and fined up to 20 million Euros (17 million pounds) or up to 4 per cent of the Council’s turnover. The GDPR also imposes legal liability if you are responsible for a breach. In addition, the Council or the individual officers may be liable to pay compensation to any individual who has suffered material or non-material damage as a result of such a breach.

6.2 Computer Misuse

The Computer Misuse Act 1990 covers unauthorised or malicious use of any computer system. It is the law used to prosecute hackers and people who write and distribute computer viruses deliberately.

It is a criminal offence to access, or attempt to access, any computer system you are not authorised to access. This law protects against employees and members of the public who deliberately cause damage to systems and data. The Act also makes it illegal for a person to deliberately delete data or sabotage systems to the detriment of the Council.

6.3 Harassment

You can commit harassment either by using e-mail or send a harassing message to someone or by downloading and distributing material from the Internet which constitutes harassment because it creates an intimidatory working environment. Harassment and discrimination are unlawful under the Protection from Harassment Act 1997 and the Equality Act 2000. As with any form of harassment

under the anti-discrimination legislation, the intention of the parties is irrelevant. The problem with e-mail is that, with the lack of visual clues, offence may be caused where none was intended.

6.4 Obscene Material

Publishing legally 'obscene' material is a criminal offence under the Obscene Publications Acts 1959 and 1964. This includes electronic storing and/or transmitting obscene materials that would tend to deprave and corrupt or paedophilic material.

6.5 Defamation or false statements

The liability for defamation or false statements applies to electronic communication just as it does to more traditional forms of communication. Anyone who e-mails a libellous or false e-mail message or posts such a message on the Internet will be responsible for it and liable for any damage in accordance with the Defamation Act 2013 for causing or likely to cause serious harm to the reputation of the victim.

In addition to the liability of the individual who made the libellous or false statement, the Council may also be held liable. This could be either under the normal principles of:-

- Indirect liability because the Council is considered responsible - known as 'vicarious liability'; or
- Direct liability as a publisher because of providing the link to the Internet and e-mail system.

An untrue statement that damages the reputation of a person or company by causing people to think worse of them will generally be defamatory. Similarly, a false statement intended to cause damage to a person or their economic interests can bring a claim for damages.

Do not put anything on an e-mail or an attachment, which you would not put in a normal letter on Council headed paper. Treat e-mail as you would a postcard going through the open post.

6.6 Copyright

Although any material placed on the Internet or in public discussion areas is generally available, the originator still has moral and, possibly, legal rights over it. You should not copy it without acknowledging the original source and, where appropriate, gaining their permission. This applies even if you modify the content to some extent. Please note that any official material placed on a website is subject to copyright laws.

Copyright laws are different for each piece of software. In general, the copyright to every piece of software run on a system is owned by whichever company or person wrote it. The Council has a legal duty to make sure sufficient licences of the correct type are present to cover the use of all software. You must be aware of these issues and make sure that the Council has correct licences for any software you are using.

6.7 Contracts

Electronic communication, such as e-mail, is generally regarded as an informal means of communication but it is, nevertheless, capable of creating or varying a contract in just the same way as a written letter. You should be careful not to create or vary a contract accidentally, always seek advice from the Legal department if you believe you are being requested to act on behalf of the Council and sign an electronic document.

6.8 Disclaimer

Despite putting confidential disclaimers and, where appropriate, personal disclaimers, on external communications, there is still nevertheless a legal connection to the Council. Always remember that any statement you make may still be construed as representing the Council.

7. Responsibilities

Violation of the Acceptable Use Policy may be subject to but not limited to; action under the Member Code of Conduct, repossession, removal of content.

7.1 Member

Violation of the Member ICT Policy may be subject to but not limited to; action under the Member Code of Conduct, repossession, removal of content.

- All material viewed and stored on ICT Equipment must be in accordance with the ICT protocol and values of South Derbyshire District Council.
- Users must exercise the same prohibited uses as the use of South Derbyshire District Council computers, corporate mobile devices and laptops.

7.2 Corporate ICT

- Provide SDDC supplied ICT equipment to a recognised standard build that can access the Internet and SDDC emails from the users SDDC email account.
- Ensure any incidents in relation to ICT equipment acceptable use protocol are referred to Democratic Services and support with any investigation as necessary.
- Provide support and maintenance of ICT equipment in keeping with the corporate ICT service standards.
- Providing training and instruction on use of the SDDC estate.
- Providing advice and support to staff and Members regarding ICT equipment
- Investigation of any suspected misuse of devices

APPENDIX A - PASSWORD COMPOSITION

Passwords for accessing systems should be of a complex nature.

The following guidelines give information on how passwords should be created and managed to ensure their integrity and the integrity of the systems and information, which they protect.

The following best practice guidelines should followed at all times, though it is recognised that some systems may be unable to support some of the recommended guidelines, due to technical limitations.

Password Requirements

To ensure that malicious parties or programs which guess passwords have reduced chance of being successful, users should construct a password that meets the minimum criteria for each system as shown in the table below.

| System / Type | Password Age | Minimum requirements | Lockout / Wipe attempts |
|--|--------------|----------------------|--------------------------------------|
| Network Accounts and Systems which can enforce password blacklists | 60 Days | 8 Characters | 3 |
| SmartPhones | 60 Days | 8 | 5 attempts and then the device wipes |
| Members | 60 Days | 8 Characters | 3 |

To make sure the password is strong users should also ensure that passwords:

- must not contain the user login name
- must not include the user’s own or relative’s name, employee number, national insurance number, birth date, telephone number, car licence plate or any information about him or her that could be readily learned or guessed
- should not be single words from an English dictionary or a dictionary of another language, slang, dialect or jargon with which the user has familiarity. This is true even with a number placed at the end
- are significantly different from previous passwords and password used for other systems. Do not reuse old passwords or words spelt backwards
- do not contain commonly used proper names, including the name of any fictional character or place
- do not contain any simple pattern of letters or numbers such as “12345678” or “abc123”, or deliberately misspelled words
- are not displayed in work areas or any other visible place. If a user has to write their password down, they must ensure it is kept as securely as, for example, their credit card. Write down only the password, not the system it is for and if possible include a mistake. Inform ICT should this go missing

- are not e-mailed, recorded electronically, or used via the “save password” functionality which may result in a password being taken or shared
- Finally, be careful when using systems which allow users to enter a password reminder or hint; the reminder or hint must not be the user’s name, password or text which clearly identifies the password (e.g. child’s name) as this is a security risk, and users **MUST NOT** let anyone observe them when entering their password.

Password Changes

Network passwords must be used in line with the following rules:

- Passwords must be changed when a new account is created
- Passwords must be changed, as soon as possible, after a password has been compromised or after a suspected compromise
- Passwords must be changed where they are deemed to be too weak
- Passwords must be changed on direction from the Council’s ICT staff
- Passwords are changed and the account deactivated when the staff member leaves the Council
- Administrator passwords should be changed whenever a member of staff leaves the Council who had administrator access.

Password Suspension

The network will permit three attempts to enter the correct User ID and password before the account is locked. Smartphones and tablets allow five attempts before wiping the device.

When an account has been suspended, it can be released by the appropriate system administrator. In the case of the network (log on) or systems managed by ICT requests for release of suspended accounts should be made via the IT Service Desk.

To reset a password for individual applications, the relevant System Owner for that system should be contacted.

Password and Account Protection

Each user is responsible for all activities originating from any of his or her username(s).

Passwords must not be shared. Users who share their passwords may have their access to the Council’s networks and systems disabled, whilst investigations are carried out and management determine the course of action (disciplinary) that may be required.

NOTE: In some cases, users may be requested to share their passwords with trusted Council employee (Audit, ICT Security, HR) in order to complete a task that is critical to the Council. In this case Director approval can be sought for an exception.

Avoid writing down passwords; if passwords are to be written down they **must** be protected. Do not stick them to the equipment they unlock or leave them out in desks, notice boards or any other place where someone may see them. If a password must be written down, keep it securely in a wallet or purse or locked in a secure container. Ideally do not keep the corresponding username with the

password as this will make it harder to use if it is lost. If possible, only record part of the password. Report lost password documentation **immediately** so that unauthorised access can be blocked.

Password Construction

Creating strong passwords does not have to be difficult, try this method.

| What to do | Example |
|--|--|
| Start with a sentence or two | Longer passwords are better than short |
| Remove the spaces between the words | Longerpasswordsarebetterthanshort |
| Add shorthand and misspell words | LingerpswdsRsafethnsht |
| Add length with numbers and symbols, don't always do this at the start or end. | LingerpswdsRsafethnsht1876 |

While this password is fairly easy to remember the number of combinations an attacker would have to check is huge. Even if an attacker can check billions of passwords a second on thousands of computers it would still take too long to find the password.

APPENDIX B – EMAIL AND INTERNET GUIDELINES

These guidelines apply equally to internal and external e-mail and act as guideline.

Never . . .

1. Use the e-mail system for knowingly doing anything illegal under English law, or for unacceptable purposes that could be construed as unfit, obscene or would otherwise be considered as inappropriate for a Member of the Council.
2. Transmit sensitive information on e-mail unless you can apply appropriate encryption using the 'sensitivity' button in Outlook.
3. Abuse others - even in response to abuse directed at you.
4. Use e-mail to harass or threaten others in any way.
5. Use anonymous mailing services to conceal your identity or falsify e-mails to make them appear to originate from someone else.
6. Access anyone else's mailbox unless they have given you proxy or authorisation rights. Unauthorised access is a breach of security.

Don't . . .

7. Use the 'Reply All' function unless everyone in the original message needs to know your response.
8. Print out messages unless you really need to.
9. Send large e-mails or attachments. It's not an economical or sensible way to handle large documents and it can halt the e-mail system. It is better to put the file on the network and direct people to it. Contact ICT for assistance.
10. Create e-mail congestion by sending trivial messages or by copying e-mails to those who don't need to see them.
11. Forward confidential or restricted items on e-mail sent to you personally without the originator's permission.

Remember . . .

12. E-mails may be read by a far wider audience than originally intended, because of the ease of forwarding messages to new recipients.
13. E-mail is not guaranteed to arrive at its destination within a particular time, or at all.

14. Not to send a message in capital letters. It is the electronic version of shouting.
15. Always put appropriate disclaimers on your messages.
16. Any advice you give on e-mail has the same legal standing as any other written advice.
17. Before sending an e-mail, ask yourself how you would feel if your message were read out in Court or disclosed under FOI.
18. Not to assume that the message has been read just because it has been sent.
19. Beware of sending “joke e-mails” or chain e-mails. Whilst you may consider the material not to be inoffensive, a different person may not.

Do . . .

22. Maintain your e-mail mailbox properly:-
 - Access emails regularly or make sure that a re-direction is set up if you are away for more than a day.
 - Only keep messages that are necessary for current business needs or need to be retained for other purposes.
 - Store all e-mail messages necessary for permanent business records in your U Drive or OneDrive, according to current record retention policies.
 - Delete insignificant, obsolete and unnecessary messages, return/read receipts and attachments, regularly. Clear your ‘deletion’ folder daily to get rid of unwanted items.
23. Make sure you use the correct address when sending mail. If the e-mail fails to reach its destination, it may be lost or fall into the wrong hands. Double-check the address when you send important messages.
24. Consider confirmation of receipt for important e-mails.
25. Reply promptly to all e-mail messages requiring a reply. Where a prompt detailed response is not possible, send a short e-mail acknowledging receipt and giving an estimate of when a detailed response will or should be sent.
26. Only print an e-mail if you need to for example, a hard copy for filing / legal reasons.
28. When responding, concern yourself only with your response. Don’t reproduce the message sent to you unless it is really necessary. This makes messaging more effective and conserves network resources.
29. Always enter a subject title to your e-mail. Make sure that the ‘subject’ field of the message is meaningful. This helps everyone file and search for his or her messages more effectively.

INTERNET GUIDELINES

If you use a connection to the Internet, you must follow the requirements of these guidelines.

Never . . .

1. Use the Council's Internet access for knowingly doing anything which is illegal under English law, or the law of any other relevant country, or for unacceptable purposes such as accessing any www area that could be construed as unfit, obscene or would otherwise be considered as inappropriate for a Member of the Council.
2. Use the Council's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
3. Knowingly use the Council's Internet facilities to disable or overload any computer system, network, or equipment or attempt to disable, defeat or circumvent any systems intended to protect the privacy or security of another user, including the Council's 'firewall' security systems.

Don't . . .

5. Leave Internet connections unattended.
6. Release protected information online - whether or not the release is inadvertent, it comes under all the penalties under existing data security policies and procedures.
7. Order or pay for personal goods and services using Council equipment on the Internet.

Remember . . .

8. If you accidentally access unsuitable material, you must disconnect from the site immediately and inform the senior officer in ICT Services.

Do . . .

9. Only use Internet browser software provided and configured by the Council, and only use officially provided access mechanisms.
10. Immediately report any security problems or breaches to the ICT Service Desk.

APPENDIX C – INFORMATION CLASSIFICATION

The Council's partnership working with Central Government and other national bodies and agencies has led to the exchange and sharing of information that requires protection and handling in line with the requirements of the Public Services Network and the Government Security Classifications Policy (GSCP). The GSCP describes how HM Government classifies information assets to: ensure they are appropriately protected; support Public Sector business and the effective exploitation of information; and meet the requirements of relevant legislation and international / bilateral agreements and obligations.

Organisations which work with government have a duty to respect the confidentiality and integrity of any HMG information and data that they access, and are accountable for safeguarding assets in line with the GSCP.

Purpose and principles

The purpose of this guidance is to ensure the Council meets its obligations under the GSCP and also has appropriate controls in place to protect its own information. It reflects the following principles:

Principle One: All information that the Council collects, stores, processes, generates or shares to deliver services and conduct business has intrinsic value and requires an appropriate degree of protection.

Principle Two: Everyone who works with the Council (including staff, members, contractors and partners) has a duty of confidentiality and a responsibility to safeguard any Council information or data that they access, irrespective of whether it is marked or not, and is must be provided with appropriate training.

Principle Three: Access to sensitive information must be granted on the basis of a genuine "need to know" and subject to an appropriate personnel security control.

Principle Four: Assets received from or exchanged with external partners must be protected in accordance with any relevant legislative or regulatory requirements, including any international agreements and obligations.

Classification / Categorisation of the Council's Information Assets

The GSCP classifies HMG information assets into three types: OFFICIAL, SECRET and TOP SECRET.

The Council operates exclusively at OFFICIAL level and the previous classifications, RESTRICTED, PROTECTED and UNCLASSIFIED no longer apply.

The main theme of the new Government policy is, at OFFICIAL at least, personal responsibility for the data you transmit, handle or store, no longer relying on security markings. This is particularly important because the UNCLASSIFIED marking no longer exists.

OFFICIAL information

The OFFICIAL level covers the variety of information handled and created by the Council of differing value and sensitivity and different consequences resulting from loss of compromise.

Some of the Council's information is particularly sensitive and could have more damaging consequences (for individuals, the Council or partner) if it were lost, stolen or published in the media

This sensitive information will attract additional controls to ensure that it is only accessed by those with a "need to know". Such information should be treated as OFFICIAL–SENSITIVE.

Guidance on what information should be treated as OFFICIAL–SENSITIVE and how it should be handled appears below.

It is important to note that within the GSCP, CONFIDENTIAL is not a recognised security classification; therefore care must be taken if marking documents as confidential. It must be clear to the recipient of the information what this means and what handling requirements are to be applied.

Marking OFFICIAL information

There is no requirement to explicitly mark routine OFFICIAL information.

Security markings previously applied to council information which now fall in the OFFICIAL classification can therefore be removed.

Handling OFFICIAL information

All Council information must be:

- Handled with care to avoid loss, damage or inappropriate access.
- Shared responsibly, for business purposes, and using appropriately assured channels if required (e.g. Secure email).
- Stored securely when not in use. For example, with clear desk policies and screens locking when ICT is left unattended.
- Protected in transit and not left unattended when taken out of the office.
- Stored securely when taken out of the office. For example in a locked briefcase or locked cabinet.
- Protected to prevent overlooking or inadvertent access when working remotely or in public places.
- Discussed with appropriate discretion when in public or over the telephone. Details of sensitive material should be kept to a minimum.
- Emailed, faxed and sent by letter only to named recipients at known addresses.
- Destroyed in a way that makes access unlikely. More sensitive assets should be returned to the office for secure disposal where appropriate.

Special Instructions when handling personal data

The General Data Protection Regulations requires the Council to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk of processing personal data.

Whilst personal data will generally fall in the OFFICIAL classification, additional controls must be observed to ensure that the Council complies with its obligations under the Data Protection Act.

- Original certificates (e.g. birth certificates, medical records, passports) should be transferred / returned by Tracked Courier;
- Multiple and restricted lists (e.g. names and addresses) should be sent by Tracked Courier and if held on electronic media, strong encryption should be used with a strong password (see Password Policy);
- Paper records containing personal data must be kept secure when off-site in a lockable case and totally separate from valuable items such as laptops;
- Partnership arrangements where electronic files of personal data are transferred should be by secure electronic methods only and encrypted except for Public Services Network.
- An individual's personal data may be sent by normal email where they have given the Council permission to send via this channel, else use secure email. The individual must also acknowledge that we cannot be held responsible if a 3rd party gains the information after the Council has sent it;
- It is the senders responsibility to ensure that the recipient's email address is correct and the receiver is ready to handle the information being sent in the required format. Specific care must be taken to ensure that personal data is not sent to recipients on a contacts list;
- When printing personal data, check that all print jobs that start are completed. Where jobs cannot complete (e.g. owing to a printer error) ensure that they are deleted from the print queue. Failure to do this could result in the print job resuming in their absence, and result in personal data being left out on the printer;
- When printing personal data, the document must be removed from the printer immediately. Personal data must never be printed to a printer accessible to the public unless the secure print facility is used;
- All unwanted printed material containing personal data must be shredded.

For any advice please contact the Data Protection Officer or ICT Service Desk.

OFFICIAL-SENSITIVE information

OFFICIAL-SENSITIVE is not a separate classification; it is simply a tool to identify OFFICIAL information that is particularly sensitive and needs additional controls.

OFFICIAL-SENSITIVE should be used by exception and in limited circumstances where there is a clear and justifiable reason to reinforce the “need to know.” This would be when compromise or loss of the information could have particularly damaging consequences for an individual (or group of individuals), a partner, or the Council.

Some examples of OFFICIAL-SENSITIVE information are as follows:

- the most sensitive corporate or operational information, e.g. relating to organisational change planning, contentious negotiations, or major security or business continuity issues;
- policy development and advice to members on contentious and very sensitive issues;
- commercial information e.g. contract negotiations that may be damaged/undermine the Council or commercial partner’s negotiating position if improperly accessed;
- information about investigations and civil or criminal proceedings that could compromise public protection or enforcement activities, or prejudice court cases;
- sensitive personal data;
- legal advice and information created in connection with legal proceedings.

Determining whether information is OFFICIAL-SENSITIVE

The originator of the information is responsible for determining the appropriate classification for any assets they create, with reference to this Policy, and marking the asset where OFFICIAL-SENSITIVE.

The originator must understand the business value and sensitivity of the information they create. Information should not be regarded as OFFICIAL-SENSITIVE as a matter of routine as applying too high a marking can inhibit sharing and lead to unnecessary and expensive protective controls. However, not applying the OFFICIAL-SENSITIVE marking to sensitive assets may result in inappropriate controls and potentially put them at greater risk of compromise.

Responsibility for any change in the classification lies with the originator. Recipients must not re-classify a document without the agreement of the originator. Where that agreement cannot be obtained, for example because the originator no longer works for the Council, agreement must be obtained from the originator’s manager.

Marking OFFICIAL-SENSITIVE information

When sending emails where interception could compromise the freedoms of recipients or data subjects an additional level of security can be added to the email via Outlook. This action will mark the email as OFFICIAL-SENSITIVE.

A user should click on the ‘Sensitivity’ button in a new message and selecting ‘Official -Sensitive’. Note, this will change how the email is received and will require the recipient to take an extra step in order to read the message.

For assistance on secure electronic transmission of files please contact the ICT service desk.

FINANCE AND MANAGEMENT COMMITTEE

16 March 2023

PRESENT:

Labour Group

Councillor Pearson (Chair), Councillor Rhind (Vice-Chair) and Councillors Tilley, Richards, Southerd and Taylor.

Conservative Group

Councillors Dawson, Ford, Lemmon, Patten (substitute for Councillor Fitzpatrick), Smith and Watson.

Non-Grouped

Councillor Churchill.

In Attendance

Councillor Wheelton

FM/130 **APOLOGIES**

The Committee was informed that apologies had been received from Councillor Fitzpatrick (Conservative Group).

FM/131 **TO RECEIVE THE OPEN MINUTES OF THE FOLLOWING MEETINGS:**

The Open Minutes of the Audit Sub-Committee meetings held on 16 March 2022, 22 June 2022, 7 September 2022 and 7 December 2022 were noted, approved as a true record and signed by the Chair.

FM/132 **DECLARATIONS OF INTEREST**

The Committee was informed that declarations of personal interest had been received from Councillor Taylor and Councillor Smith regarding item FM/142 by virtue of being Parish Councillors.

FM/133 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/134 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from members of the council had been received.

FM/135 **REPORTS OF OVERVIEW AND SCRUTINY**

The Committee was informed that no reports from the Overview and Scrutiny Committee had been received.

FM/136 **CORPORATE PLAN 2020-24 PERFORMANCE REPORT (2022-2023 QUARTER 3 – (1 APRIL TO 31 DECEMBER)**

The Head of Organisational Development and Performance presented the report to the Committee highlighting the key aims of the plan and eleven corporate measures for this Committee all of which were on track. There were no changes to the status of the risks within the register, but a new risk had been included for the audit of the Council's accounts in quarter three. There were no changes to the Chief Executive's risk register.

RESOLVED:

1.1 The Committee approved progress against performance targets set out in the Corporate Plan 2020 - 2024.

FM/137 **REVENUE FINANCIAL MONITORING 2022-23**

The Head of Finance presented the updated report to the Committee noting that the overall deficit was down for the year end and that the outturn was consistent with quarter two. It was noted that the underspend on Revenues and Benefits would change due to increased audit fees over the next three years.

RESOLVED:

1.1 The Committee considered and approved the latest revenue financial position for 2022/23 as detailed in the report.

1.2 The Committee considered and approved the updated Medium Term Financial Plan.

FM/138 **HOUSING REVENUE ACCOUNT REVENUE FINANCIAL MONITORING 2022-23**

The Head of Finance addressed the Committee and confirmed that there were no updates to the financial plan adding that quarters two and three were consistent and that there were no changes to the outturn position. The £400,000 overspend was due to planned maintenance contracts, an impact on reserves for 2026-27 and a loss in budgeted rent.

Members looked forward to seeing the number of void properties reduce and noted that some properties were being reinspected for asbestos content in the floor tiles. The Strategic Director (Corporate Services) confirmed that there was an up-to-date Risk Register for asbestos.

RESOLVED:

- 1.1** *The Committee considered and approved the latest revenue financial position for 2022/23 as detailed in the report.*

FM/139 **COLLECTION FUND 2022-23**

The Head of Finance presented the report to the Committee confirming that the position with the fund was unchanged since last quarter.

RESOLVED:

- 1.1** *The Committee considered and approved the latest Collection Fund position as detailed in the report.*

FM/140 **CAPITAL FINANCIAL MONITORING**

The Head of Finance presented the report to the Committee highlighting that there were no updates from the previous quarter, but noted that Section 106 funding should be considered.

Councillor Smith sought assurance that the Gulley Cleaner purchased was fit for purpose. The Head of Operational Services and the Head of Finance would clarify and report back. Councillor Churchill asked if capital allowances would be used to purchase used equipment to which the Head of Finance confirmed this would be appropriate.

RESOLVED:

- 1.1** *The Committee considered and approved the latest capital financial position for 2022/23 as detailed in the report.*
- 1.2** *The Committee noted the balance of Section 106 Agreement funding available for use by the Council for capital projects as detailed in Appendix 2 of the report.*

FM/141 **TREASURY MANAGEMENT UPDATE 2022-23**

The Head of Finance presented the report to the Committee highlighting no changes although the CCLA fund bid price dropped this was a long-term investment with a good return in interest.

Councillor Churchill asked if any of the Council's investments would be exposed to the current financial crises. The Head of Finance confirmed that all the Council's investments were safe. Councillor Smith requested a notification for the benefit of residents regarding the Council's investments. The Chair confirmed that a statement would be prepared to respond to any enquiries received from the public.

RESOLVED:

- 1.1 *The Committee considered and approved the latest Treasury Management Update for quarter 3 2022/23 as detailed in Appendix 1 of the report.*
- 1.2 *The Committee approved the updated Counterparty List for investments and bank deposits as detailed in Appendix 2 to the report.*

FM/142 **CONCURRENT FUNCTION – UNSPENT ALLOCATIONS**

The Strategic Director (Corporate Resources) presented the report to the Committee and noted that twelve of 31 Parishes in South Derbyshire had underspent their allocations.

Members discussed options for providing advice and guidance to Parish Councils and Clerks on how to spend their allocations and to encourage the use of Section 106 funding. Members suggested using the annual meeting for Parish Councils, Derbyshire Association of Local Councils and the Area Forums as means of communicating help and assistance. Members agreed to review a report of all unspent funding at a later Committee.

RESOLVED:

- 1.1 *The Committee considered the proposals from Parish Councils to utilise unspent allocations of Concurrent Functions relating to previous years as detailed in the report.*
- 1.2 *The Committee noted that any payments approved in 1.1 above, be dependent upon evidence of expenditure incurred.*
- 1.3 *The Committee agreed that future allocations paid to Parishes be subject to a review in 2023/24.*

FM/143 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee.

RESOLVED:

The Committee considered and approved the updated work programme.

FM/144 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)****RESOLVED:**

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no questions had been received.

SUNDRY DEBTOR WRITE OFFS

RESOLVED:

The Committee approved the recommendations in the report.

ROSLISTON FORESTRY CENTRE UPDATE

RESOLVED:

The Committee approved the recommendations in the report.

LEISURE MANAGEMENT CONTRACT PROCUREMENT

RESOLVED:

The Committee approved the recommendations in the report.

LONG TERM LEASE TO ROSLISTON, SEALES AND LINTON SCOUT GROUP

RESOLVED:

The Committee approved the recommendations in the report.

COMMUNITIES TEAM SERVICE ASSISTANT

RESOLVED:

The Committee approved the recommendations in the report.

REVIEW OF OPERATIONAL SERVICES STRUCTURE

RESOLVED:

The Committee approved the recommendations in the report.

MECHANIC SALARY AND FLEET MAINTENANCE

RESOLVED:

The Committee approved the recommendations in the report.

SERVICE LEVEL AGREEMENT RELATING TO CONSERVATION ADVICE

RESOLVED:

The Committee approved the recommendations in the report.

The meeting terminated at 18:55 hours

COUNCILLOR R PEARSON

CHAIR

ENVIRONMENTAL AND DEVELOPMENT SERVICES
COMMITTEE

2 March 2023

OPEN

PRESENT:

Labour Group

Councillor Taylor (Chair) and
Councillors Dunn (substituting for Councillor Heath), M Mulgrew, Rhind
(substituting for Councillor Pegg), Singh and Southerd

Conservative Group

Councillors Brown, Ford, Haines, Patten (substituting for Councillor
Fitzpatrick), Smith (substituting for Councillor Lemmon) and Watson.

Non-Grouped

Councillor Wheelton

In attendance

Councillor Gee
Councillor Tilley

EDS/67 **APOLOGIES**

The Committee was informed that apologies had been received from
Councillors Heath and Pegg (Labour Group), and Councillors Fitzpatrick
and Lemmon (Conservative Group).

EDS/68 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations had been made.

EDS/69 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL
PROCEDURE RULE NO 10**

The Committee was informed that no questions from Members of the Public
had been received.

EDS/70 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL
PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the
Council had been received.

MATTERS DELEGATED TO COMMITTEE**EDS/71 CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2022-2023 QUARTER 3 – (1 APRIL TO 31 DECEMBER))**

The report was presented to the Committee by the Strategic Director (Service Delivery) who outlined the key points within the report.

Members raised queries regarding planning applications. and the Green Homes project.

The Head of Planning and Strategic Housing informed the Committee that applications received in the current calendar year were being processed within statutory timelines. It was noted that the number backlog of applications had reduced and that a comprehensive report was to be presented to the Committee in April.

Councillor Haines sought clarity regarding the Green Homes project.

Head of Environmental Services informed the Committee that the government had extended the delivery of funding by 6 months and noted that there was an issue with take up but there were a number of applications recently received. The Committee was also informed that the Council had applied for a 2 year funding regarding homes upgrades.

RESOLVED:

1.1 The Committee approved progress against performance targets set out in the Corporate Plan 2020 - 2024.

1.2 The Risk Register for the Committee's services was reviewed.

EDS/72 SOUTH DERBYSHIRE ECONOMIC DEVELOPMENT AND GROWTH STRATEGY

The Chair addressed the Committee and thanked the Chief Executive and the Team for successfully bringing in new businesses and the improved prosperity for South Derbyshire.

The report was presented to the Committee by Head of Economic Development and Growth outlining the key points within the report. The Head of Economic Development and Growth highlighted the major investments in District, the Regeneration Route, Covid Business support Programme, the National Forest, the refurbishment of shop frontages and new visitors centre within Swadlincote and the new businesses start up support programme. The Committee was assured that the new strategy would continue in the same way bringing a more sustainable future for the South Derbyshire.

The Chief Executive addressed the Committee and stressed the importance of the strategy and that it would ensure that South Derbyshire was open for business for the foreseeable future.

Members raised queries regarding ecommerce and support for small and medium sized enterprises.

The Chief Executive informed the Committee that there was support from a business support adviser regarding the promotion of both online and in person business. It was further noted that pandemic had brought together small and medium sized businesses for support and explained that there more connectivity than ever before.

RESOLVED:

1.1 To endorse the South Derbyshire Economic Development and Growth Strategy 2023-27.

EDS/73 **THE DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES CONSULTATION ON THE REFORMS TO NATIONAL PLANNING POLICY**

The Planning Policy Team Leader presented the report to the Committee and outlined the salient points. It was noted that the Council's response included the need for the government to provided resources to enable delivery in hard to reach areas, that the burden for evidence should be removed and consideration the requirement for sustainable energy, affordable rents for affordable homes and how national development policies did not support local plans and policies.

The Chair informed the Committee that the Local Plan Working Group had reviewed the consultation and fed into the responses.

Members commended the report and recognised the amount of work that had been undertaken to put together the consultation responses.

RESOLVED:

1.1 Members approved the submission of a response to consultation in line with officer recommendations (detailed in Appendix 1).

EDS/74 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee.

RESOLVED:

1.1 The Committee considered and approved the updated work programme.

EDS/75

LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no exempt questions from Members of the Council had been received.

REVIEW OF OPERATIONAL SERVICES STRUCTURE

The Committee approved the recommendations within the report.

MECHANIC SALARY AND FLEET MAINTENANCE

The Committee approved the recommendations within the report.

SERVICE LEVEL AGREEMENT RELATING TO CONSERVATION ADVICE

The Committee approved the recommendations within the report.

The meeting terminated at 19:25 hours

COUNCILLOR TAYLOR

CHAIR

ENVIRONMENTAL AND DEVELOPMENT SERVICES
COMMITTEE

20 April 2023

OPEN

PRESENT:

Labour Group

Councillor Taylor (Chair) and Pegg (Vice-Chair)
Councillors M Mulgrew, Rhind (substituting for Councillor Heath), Singh
and Southerd.

Conservative Group

Councillors Bridgen (substituting for Councillor Haines), Brown,
Fitzpatrick, Lemmon, Smith (substituting for Councillor Ford) and Watson.

Non-Grouped

Councillor Wheelton.

EDS/80 **APOLOGIES**

The Committee was informed that apologies had been received from
Councillor Heath (Labour Group), and Councillors Ford and Haines
(Conservative Group).

EDS/81 **MINUTES**

The Open Minutes of meetings held on 11 August 2022, 22 September
2022, 10 November 2022, 03 January 2023 and 26 January 2023 were
received and signed by the Chair of the Committee.

EDS/82 **DECLARATIONS OF INTEREST**

The Committee was informed that Councillor Smith declared a personal
interest in item EDS/85 by virtue of being a County Councillor.

EDS/83 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL
PROCEDURE RULE NO 10**

The Committee was informed that no questions from Members of the Public
had been received.

EDS/84 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

MATTERS DELEGATED TO COMMITTEE

EDS/85 **PRE-SUBMISSION DRAFT DERBYSHIRE AND DERBY MINERALS LOCAL PLAN**

The report was presented to the Committee by the Planning Policy Officer who noted the objections to the proposal that had been received. Members were pleased to receive the report and proposed that where practicable land around the various sites should be restored to their original state, including grasslands for wildlife and suggested that planning applications affecting the reserves should consult Derbyshire County Council.

Members proposed that delegated authority be given to the Strategic Director (Service Delivery) and the Chair of the Committee to make reasonable recommendations for objections that included suggestions made by the Committee.

RESOLVED:

1.1 That the Committee agrees the Council's proposed response to Derby City Council and Derbyshire County Council's Draft Minerals Local Plan (MLP) consultation by objecting to:

(i) the allocation of more sites than are needed to meet the need for sand and gravel over the plan period based upon a forecast using the most recent annual average sales data in accordance with the National Planning Policy Framework (NPPF).

(ii) the allocation of the Sudbury and Foston sand and gravel site, on the basis that there has to date been no investigation as to whether the working of minerals on these sites, either individually or in combination, could lead to an increase in flood risk in the Lower Dove Valley. Any flooding could have a potential detrimental impact on considerable economic interests in the area as well as communities. Furthermore, the absence of flood risk evidence at the allocation stage means that any assessment to be submitted in support of subsequent planning applications that shows unacceptable adverse impacts may potentially lead to refusal. The sites cannot therefore be relied upon to contribute toward meeting sand and gravel needs over the plan period.

(iii) the allocation of the proposed Foston and Sudbury sand and gravel sites on the grounds that a precedent would be set in recent times for sand and gravel extraction in the Dove Valley, which would inevitably and irreversibly alter the character of the area.

(iv) the wording of Policy SP 19 which should be strengthened as follows:

“When considering the restoration of sand and gravel sites in the Trent, Derwent and Lower Dove Valley areas, the overall wider context of the site in the valley should be taken fully into account. ~~where practicable, including the potential for taking a coordinated approach with the restoration schemes of other sand and gravel workings in the area.~~ The Mineral Planning Authority will establish formal arrangements to work with communities and mineral operators and other stakeholders well in advance of the submission of any planning application to help ensure that proposals for mineral working in the Trent, Derwent and Lower Dove Valleys show how the restoration of sites will fit in with this long-term restoration strategy for sand and gravel sites in the river valleys.”

(v) the wording of the Principal Planning Requirements relating to restoration of minerals works in the river valleys in respect of each of the proposed new sand and gravel allocations which should be strengthened as follows:

“The restoration of the site should take into account ~~of~~ requirements relating to the Restoration Strategy for the Trent Valley, as set out in Policy SP19, to help ensure that proposals for mineral working in the Trent, Derwent and Lower Dove Valleys show how the mitigation, restoration and aftercare of sand and gravel sites will fit in with this long-term restoration strategy for sand and gravel sites in the river valleys.”

(vi) the application of the site assessment methodology for the reasons set out in paragraph 8.26.

1.2 *The Committee approved delegated authority be given to the Strategic Director (Service Delivery) in consultation with the Chair of Environmental and Development Services to amend the resolution to take account of the Committee’s comments about, where practicable considering other factors, restoring land to its original use.*

EDS/86 DERBYSHIRE ROAD VERGES PROJECT

The report was presented to the Committee by the Head of Operational Services who confirmed that the areas covered by the project were detailed in table 1 of the report and that Derbyshire County Council owned the highways and that South Derbyshire District Council would undertake the grass cutting described outlined in the report with one cut at the beginning of the season and one 'cut and collect' at the end of the season. It was noted that the project was led by Derbyshire County Council and would be responsible for all communications.

Members discussed whether South Derbyshire District Council had any influence to change the project as there was significant discontent with the proposals and raised particular concern regarding the listed areas. Members noted that the issue of ragwort should be considered and raised concerns that included a risk to visibility splays at junctions, the growth impact along narrow roads, children's safety, the destruction to the aspect of rural villages and biodiversity.

It was agreed that the Head of Operational Services share information regarding previous trials with the Committee.

The Strategic Director (Service Delivery) informed the Committee that the verges were in the ownership of Derbyshire County Council and had responsibility to deal with ragwort.

The Committee proposed that concerns raised by Members should be submitted with the response to Derbyshire County Council and an amended project plan be requested.

RESOLVED:

1.1 That the Committee refused the proposed project plan and the areas of road verge to be included in this scheme.

EDS/87 NSIP CONSULTATION FOR OAKLANDS SOLAR FARM

The report was presented to the Committee by the Head of Planning and Strategic Housing who confirmed that it was an opportunity for the Council to be involved and provide comments about the proposal during the pre-application stage. The Committee was informed that changes had been made since the original report which included revised access and additional information on Rights of Way and public footpaths.

The Chair clarified that South Derbyshire District Council would be able to enter a Planning Performance Agreement utilising South Derbyshire District Council and Derbyshire County Council expertise, with an option to access independent third party advice.

Members sought clarification regarding the development contribution of the Planning Performance Agreement and expressed concerns that South Derbyshire District Council did not have traffic and transport expertise.

The Head of Planning and Strategic Housing confirmed that the Council would contribute to Derbyshire County Council Highways Agency and outlined the processes under the Planning Performance Agreement. The Head of Planning and Strategic Housing clarified that an element of the development contribution would be used by South Derbyshire District Council to purchase additional information from third party experts.

RESOLVED:

1.1 The Committee considered and resolved the District Council's approach to securing relevant expert input into topic areas relating to the Oaklands Solar Farm project. Up to that point the District Council had relied upon specialist officers within Derbyshire County Council (DCC) to inform the relevant topics arising from the project where it had the expertise which the District Council did not, with the intention that if there were any gaps in specialist advisers with no appropriate in-house expert officers either within the District Council or Derbyshire County Council, then to seek to jointly secured services of a third-party specialist to advise both authorities on those matters. The Committee considered and resolved the merits of an alternative approach to securing expert input into topic areas, which would mean the District Council procuring its own third-party expertise from other sources.

1.2 The Committee considered and resolved the District Council's approach to securing a Planning Performance Agreement (PPA) associated with the project relating to the District Council. The Committee considered and resolved to seek advice on three areas: Transport and Access, Glint and Glare, and Geology, Soils and Agricultural Land.

1.3 The Committee considered and resolved the District Council's comments on a targeted re-consultation on recent changes made to the proposals including the additional highways impacts as a result of potential delays to the opening of the Walton bridge.

EDS/88 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee and advised that the that the Work Programme was to be updated with the following reports:

- Corporate Performance and Risk Quarter 4
- Route Optimisation
- Enforcement and Regulatory Activity Annual Report 2023
- Climate and Environmental Action Plan Review
- Electric Recharge Infrastructure
- Environmental Services Commercialisation Plan Review –
- Authority Monitoring Report

Other areas for inclusion on the Work Programme were suggested and the following were noted, with dates to be confirmed.

- Review of South Derbyshire Smoke Control Areas
- Enforcement of Animals in Distress Policy
- Collection of Food Waste Proposals
- Fleet Management
- Local Plan Issues and Option Update
- Route Optimisation

The Chair requested an update to the East Midlands Airport and Gypsy Travellers Accommodation Assessment programmes.

RESOLVED:

1.1 The Committee considered and approved the updated work programme.

EDS/89

LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meetings held on 22 September 2022, 10 November 2022 and 26 January 2023 were received.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no exempt questions from Members of the Council had been received.

CONSULTATION ON PLANNING FEE INCREASE AND STAFFING CHANGES

The Committee approved the recommendations within the report.

GREEN WASTE PROCESSING CONTRACT

The Committee approved the recommendations within the report.

The meeting terminated at 20:10 hours

COUNCILLOR S TAYLOR

CHAIR

ENVIRONMENTAL AND DEVELOPMENT SERVICES
COMMITTEE

30 May 2023

OPEN

PRESENT:

Labour Group

Councillor S Taylor (Chair) and Councillor K Storey (Vice-Chair) and Councillors A Archer, I Hudson, J Jackson, V Redfern, B Stuart and A Tilley.

Conservative Group

Councillors K Haines, A Kirke (substituting for Councillor Fitzpatrick) and P Watson.

Non-Grouped

Councillor A Wheelton.

EDS/01 **APOLOGIES**

The Committee was informed that apologies had been received from Councillor M Fitzpatrick (Conservative Group).

EDS/02 **MINUTES**

The Open Minutes of meetings held on 11 August 2022, 22 September 2022, 10 November 2022, 03 January 2023 and 26 January 2023 were received and signed by the Chair of the Committee.

EDS/03 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

EDS/04 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from Members of the Public had been received.

EDS/05 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

MATTERS DELEGATED TO COMMITTEE

EDS/06 **CORPORATE PLAN 2020-2024: PERFORMANCE REPORT (2022-2023 QUARTER 4 – 1 APRIL TO 31 MARCH)**

The report was presented to the Committee by the Strategic Director (Service Delivery) highlighting the 17 measures for the Committee. It was reported that there had been significant progress for the year 2022-23 with ten measures on track and seven in red.

The Strategic Director (Service Delivery) referenced additional information regarding the highest level of Planning applications received during the year 2022-23 and the steps that would be taken to clear the backlog.

The Chair was pleased to receive the progress report. Members congratulated the team and specifically the report on fly tipping, although concerns were voiced around the seven red measures. Members requested further information from Operational Services on recycling, waste and composting.

The Strategic Director (Service Delivery) informed the Committee that the reduction in performance for recycling related to garden waste which had been impacted by the dry weather and would be reviewed.

RESOLVED:

1.1 The Committee approved progress against performance targets set out in the Corporate Plan 2020 - 2024.

1.2 The Risk Register(s) for the Committee's services were reviewed.

EDS/07 **THE DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES CONSULTATION ON THE PROPOSED INFRASTRUCTURE LEVY**

The report was presented to the Committee by the Planning Policy Officer. It was explained that the consultation response was to consider a single levy to generate more funds for infrastructure by collecting contributions at the end of a development.

Members agreed the report was good but highlighted four key responses for discussion. Members agreed to no changes to question 28; a change

to disagree for residential annexes at question 38; no changes to question 40 and to reference retrospective applications in question 41.

The Chair summed up by agreeing with Members that it was an excellent report and expressed his understanding of Members points of view and comments. The Chair confirmed that over recent years the collection of Section 106 Agreement contributions from developers had been very well executed.

RESOLVED:

1.1 The Committee approved the submission of a response to the consultation in line with officer recommendations as detailed in Appendix 1 to the report.

1.2 The Committee approved to amend the consultation responses to Question 38 to remove 'agree' and replace with 'disagree' and Question 41 to include reference to retrospective applications.

EDS/08 **EAST MIDLANDS AIRPORT DRAFT NOISE ACTION PLAN**

The Planning Delivery Team Leader presented the report to Members and confirmed that the consultation would close on 31 July.

RESOLVED:

1.1 The Committee approved that a cross-party Member Working Panel be established with authority for determining a Committee resolution in response to the forthcoming East Midlands Airport Draft Noise Action Plan consultation and that delegated authority was given to the Chief Executive and the Chair of Environmental and Development Services to approve the response.

1.2 The Committee approved that the panel composition would be the Chair and Vice-Chair of the Environmental and Development Services Committee, a Member of the Leading Group from the Melbourne Ward, a Member of the opposition Group from the Melbourne Ward with an opposition substitute from the Aston Ward.

EDS/09 **THE DEPARTMENT FOR LEVELLING UP, HOUSING AND COMMUNITIES CONSULTATION ON ENVIRONMENTAL OUTCOMES REPORT**

The Planning Delivery Team Leader presented the report highlighting a new system for Outcome Reports based on a Member working panel. One of the key changes was the removal of economic focus on post development enhancements and streamlining to reduce bureaucracy. The consultation consisted of 26 questions with responses detailed in Appendix A to the report.

Members considered the responses and raised concern regarding a resource issue until data categories had been confirmed.

The Planning Delivery Team Leader informed the Committee that the Government department would determine the data format and standards required and that additional resources would be considered.

RESOLVED:

The Committee approved the submission of a response to consultation in line with officer recommendations as detailed in Appendix 1 to the report.

EDS/10 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee.

RESOLVED:

1.1 That the Committee considered and approved the updated work programme.

EDS/11 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meetings held on 22 September 2022, 10 November 2022 and 26 January 2023 were received.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no exempt questions from Members of the Council had been received.

The meeting terminated at 19:00 hours

COUNCILLOR S TAYLOR

CHAIR

ENVIRONMENTAL AND DEVELOPMENT SERVICES
COMMITTEE

10 August 2023

OPEN

PRESENT:

Labour Group

Councillor S Taylor (Chair) and Councillor K Storey (Vice-Chair) and Councillors S Harrison, (substituting for Councillor Archer), I Hudson, J Jackson, V Redfern, B Stuart and A Tilley.

Conservative Group

Councillors M Fitzpatrick (substituting for Councillor J Lowe), K Haines and P Watson.

Liberal Democrats

Councillor G Andrew

Non-Grouped

Councillor A Wheelton

EDS/14 **APOLOGIES**

The Committee was informed that apologies had been received from Councillor A Archer (Labour Group) and Councillor J Lowe (Conservative Group).

EDS/15 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

EDS/16 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from Members of the Public had been received.

EDS/17 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

MATTERS DELEGATED TO COMMITTEE**EDS/18 CORPORATE PLAN 2020-2024: PERFORMANCE REPORT (2023-2024 QUARTER 1 – 1 APRIL TO 30 JUNE)**

The Strategic Director (Service Delivery) presented the report and highlighted the planning application figures.

Members enquired regarding appointments to vacant positions in the planning service, numbers of planning applications still to be determined and the timescale to clear the backlog.

The Head of Planning and Strategic Housing confirmed that the vacant posts had been recruited to and that there were currently 400 applications that were out of time. He anticipated that the backlog would be cleared by the end of the year.

Members requested further detail in the planning application figures reported to demonstrate progress made to clear the backlog.

Clarification was also requested regarding the additional funding provided for the planning service. The Strategic Director (Corporate Resources) confirmed that a total of £400,000 was anticipated from additional funding agreed by the Council and the anticipated income received from the increase in planning fees.

The Head of Planning and Strategic Housing clarified how the Council intended to implement biodiversity net gain and the decision process for planning applications for residential developments on commercial/employment sites.

RESOLVED:

- 1.1 *The Committee approved progress against performance targets set out in the Corporate Plan 2020 - 2024.***
- 1.2 *The Committee reviewed the Risk Register(s) for the Committee's services.***

EDS/19 ANNUAL ENFORCEMENT AND COMPLIANCE REPORT

The Head of Environmental Services presented the report and highlighted the impact of COVID on the service and the trends in respect of complaints over the last year. The increase in complaints concerning persons with mental health issues were noted.

Members commended the report and the work that had been undertaken.

Members enquired whether air pollution complaints had increased and the Council's actions in relation to dog fouling.

The Head of Environmental Services informed the Committee that air pollution complaints were relatively static save for an increase during COVID arising out of complaints regarding bonfires. The Council's powers in relation to dog fouling was further explained.

Members expressed support for the "we are watching you" campaign and noted the success of publicity following successful prosecutions.

Members requested that the Head of Environmental Services review the enforcement of petrol and diesel vehicles parked in electric charging points in the Council's car parks.

RESOLVED:

1.1 The Committee noted the content of the report and approved that the Council used its regulatory power in a way that was proportionate to the demand for all regulatory services it provided.

EDS/20 **SHARED PROSPERITY FUND – VERBAL UPDATE**

The Head of Growth and Economic Development gave the following verbal update-

Shared Prosperity Fund – End of Year 1 Update (31 March 2023)

South Derbyshire had been allocated £2,156,374 through the Shared Prosperity Fund over a three-year period 2022/23-2024/25. The Government delayed the anticipated start of the programme nationally. £236,441 of expenditure was undertaken in Year 1 (2022/23). The capital spend target was met. There was a revenue underspend of £25,255 which the Government agreed could be carried forward to Year 2 (2023/24).

The Investment Plan for South Derbyshire was approved by Government, envisaging a package of measures:

Communities and Place

- Town centre public realm works were underway in Swadlincote. The Delph market square was undergoing refurbishment, including the installation of additional bollards to prevent unwanted vehicle access onto the square and the resurfacing of the main square and restoration of the Town Hall steps. The redevelopment of the vacant/derelict Bank House/Sabine's Yard site was also underway to create additional free public car parking and a pocket park on Belmont Street.

- The planning of additional promotional and community activities, including visitor promotion, events and activities was underway, together with the appointment of an additional Community Safety Enforcement Officer dedicated to addressing environmental crime and anti-social behaviour issues in town centres.
- A community grant fund for third sector organisations, voluntary and community groups had been established to offer grants of between £2,000 and £25,000 (up to 80% of total project costs). Projects that could be supported include property improvements, energy efficiency and generation measures, green space enhancements, or arts, cultural, tourism and heritage initiatives.

Supporting Local Business

- A grant scheme for smaller businesses had been established, open to sole traders, partnerships and limited companies with less than 50 employees. Grants of £1,000 - £50,000 (up to 80% of the total project costs) were available. Projects that could be supported include purchase of equipment, the introduction of new products/services or processes/techniques, starting or growing exports, and initiatives to increase productivity.
- The Derbyshire business start-up programme was to be extended. The scheme was open to people who were starting their own business or had set up a business in the last 12 months. It offered expert advice, together with grants of up to £10,000.
- Proposals were being drawn up to deliver the following programmes:
 - A business support programme, including workshops, events, and specialist advice.
 - Energy audits and a carbon reduction grant scheme for smaller enterprises.

People and Skills

- Proposals were being drawn up to deliver the following programmes:
 - Employability activities to support those furthest from the labour market.
 - Supporting aspirations amongst young people in order to raise social mobility (Year 3 only).
 - Addressing skills gaps through training courses or learning bursaries (Year 3 only).

Rural Economic Prosperity Fund

South Derbyshire had latterly been awarded £400,000 from the Rural Economic Prosperity Fund (REPF), which would operate alongside the Shared Prosperity Fund during Years 2 and 3 (financial years 2023/24 and 2024/25). The Fund would provide grants to organisations located in the Government's designated rural areas of South Derbyshire.

Rural areas often faced specific challenges including lower productivity rates, poorer connectivity and poorer access to key services.

The Rural Fund was integrated into the UK Shared Prosperity Fund (UKSPF) which supported productivity and prosperity in places that need it most. The Rural Fund was a rural top-up to UKSPF allocations. It would support activities that specifically addressed the particular challenges rural areas face. It would be complementary to funding used to support rural areas under the UKSPF. The Rural Fund aimed to improve productivity and strengthen the rural economy and rural communities.

Any organisation with legal status could apply for funding to deliver a Rural Fund intervention. Which may include local authorities; public sector organisations; higher and further education institutions; private sector companies; voluntary organisations; registered charities; and, arms-length bodies of Government.

The Rural Fund provides capital funding to spend on lasting assets such as a building or equipment that:

- support rural businesses to develop new products and facilities that would be of wider benefit to the local economy. This would include farm businesses looking to diversify income streams. (£200,000)
- support new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy. (£200,000)

The Rural Fund allocation for third sector organisations would be awarded to projects in the designated rural areas with a maximum grant of £25,000 per project and a limit of one award per organisation/venue during the lifetime of the scheme, plus additional weighting given in the assessment process to projects located in Lower Super Output Areas that have higher Index of Multiple Deprivation 2019 scores and/or that had received lesser amounts of Community Partnership Fund monies in the past 3 years.

Members thanked the Head of Growth and Economic Development and commended the update and the work that had been undertaken.

EDS/21 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee.

RESOLVED:

1.1 The Committee considered and approved the updated work programme.

EDS/22 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no exempt questions from Members of the Council had been received.

The meeting terminated at 19:10 hours.

COUNCILLOR S TAYLOR

CHAIR

SOUTH DERBYSHIRE AREA FORUM MEETING

NEWHALL – AREA 5

Meeting Minutes – January 24th, 2023

St. John’s Church, Newhall

PRESENT: -

South Derbyshire District Council Representatives

Councillor Paul Dunn (Chair), Councillor Kevin Richards, Councillor Linda Stuart.

Frank McArdle – Chief Executive Officer
Claire Rawlins – Anti-Social Behaviour Officer
Rosie Collins – Communities Team Service Assistant

Derbyshire County Council Representatives

Councillor Peter Smith

Derbyshire Police Representatives

Inspector Mike Sisman
PC John Anwar
PCSO Megan Taylor
PCSO Karen Coldicott

N/A 15. Open Meeting

a) Introductions and Housekeeping

b) Apologies

Councillor Gary Musson, Councillor Roger Redfern, Councillor Neil Tilley, Alan Jones, Pat Bambrick and Richard House.

c) Chair’s Announcements

Summer Activities 2023

Bookings are well underway for our ever-popular Summer Activities. With 70% of available sessions booked within the first week of the booking window, Parish Councils have until Friday 10th February to secure sessions within their local area.

Warm Spaces



Derbyshire County Council have launched a warm spaces fund to support organisations to provide a warm refuge for residents and their families struggling to heat their homes. Voluntary, community and charity organisations in Derbyshire can apply for a grant to set up warm spaces this winter. Various buildings and venues across the district are open as warm spaces. To find out where these are and for further information about grants to open a warm space visit [Warm spaces - Derbyshire County Council](#).

Parks & Green Spaces Events

March Butterfly survey training – dates to be confirmed FREE TO ATTEND. Butterfly survey training will take place at Swadlincote Woodlands and Coton Park Nature Reserve in March. Training will be provided by the Parklife Officer. The training is provided to volunteers wishing to take part in a summer survey of butterflies at these sites. Each year the training is an opportunity to recruit new volunteers and retain some of the existing volunteers so that results can be recorded and submitted to Butterfly Conservation for monitoring of butterflies in the local area.

5th April 2023 – Coronation Teddy Trail event at Eureka Park 11.00am to 12.30pm FREE TO ATTEND – This event being led by the Parklife Officer and Get Active. A led walk around Eureka Park with Bertie the Bear and craft activity at end of walk.

d) To Receive the Minutes of the Last Meeting

The minutes were approved as a true and accurate report.

e) Matters Arising from the Last Minutes

ACTION: Frank McArdle to check the ownership of the footpath opposite Home Base near the new development due to the state of the footpaths.

ACTION: Frank McArdle to investigate the Country Park footpaths and lack of bins around the area.

Frank McArdle explained both of these actions are ongoing.

A member of the public raised at the last meeting they brought up a damaged tree on Higgins Road. The report back does not cover the correct tree as it is still damaged.

ACTION: Relevant Officers to visit Newhall Park RE: broken tree off Higgins Road.

N/A 16. Police Safer Neighbourhood Team (SNT) Report and Police Q&A



PCSO Coldicott updated:

Since the last Area Forum Meeting, we have had a busy period with Christmas and New Year. Once again SNT took part in the Annual Christmas Drink and Drug Drive Campaign; sadly, seeing a number of people arrested over the festive period.

Your Local SNT have continued to tackle issues which have been previously raised.

Regarding off Road bikes using land in Newhall, regular and targeted patrols have taken place at the times raised as an issue. We urge residents to call in at the time of the issue and where possible and safe to do provide descriptions or registration details of any vans and/ or trailers transporting the bikes to the location. Patrols will continue and positive action will be taken if riders are identified. SNT have worked closely on this issue with South Derbyshire Community Safety Partnership who have provided signs for the locations.

Within this beat area we have seven Primary/Junior Schools and one Secondary School, we visit each regularly to engage, conduct talks and carry out patrols at drop off and collection times.

Currently one of the Junior Schools is taking part in our new Mini-Police Scheme every Friday afternoon. South Derbyshire Community Safety Partnership have also funded some large banners encouraging people to park safely and not on the Zig Zags which we have delivered to local schools.

We continue with Speed Checks throughout all areas and CREST have visited the area with the Camera Van recently in Newhall.

Op Sceptre the National week of Prevention and Enforcement of Knife Crime took place on 14th November 2022. We worked in partnership with South Derbyshire Community Safety Partnership who helped with funding for stencils and chalk spray as we temporarily sprayed pavements in Local Parks with #DroptheKnife. Several knife sweeps were conducted, and no knives were found. There was an amnesty bin advertised for people to dispose of knives and school talks were completed in Secondary Schools on Knife Crime Consequences. Proactive and Targeted Intelligence led stop searches and Patrols were completed in and around the area.

The Anti-Violence Bee monument visited Swadlincote as part of its tour. The SNT were on hand to offer advice and explain the reason for the monument which went down well in the locations which it visited.

Burglary week of action took place week commencing, 21st November 2022. Leaflets on Crime Prevention and Preventing Burglary were delivered to locations which had previously had reports of burglaries and crime prevention events were held during this week. Both plain clothes and highly visible patrols were completed in hotspot locations too.



We have been part of many community engagement events, visiting local groups throughout the area to engage with local people. The team have also set up and held, Crime and Auto Crime Prevention Events following a rise in vehicle thefts and theft from vehicles.

A warrant in Midway was carried out by the SNT, which saw a 31-year-old male being arrested after Class A drugs were found in the property.

We have had a number of positive outcomes RE: drugs including people being issued CPNW's for Cannabis warnings.

In terms of Vehicle Related Offences, the SNT have dealt with a number of drivers for no insurance and or no licence offences along with Drink and Drug Driving Offences. These drivers have been reported to court and their vehicles have been seized.

PCSO Jackson has been 'Back to school' undertaking extra training and is now completing her course work for a qualification in Crime Prevention.

Inspector Sisman updated:

Another Sergeant is joining the SNT next week and three new SNT Officer roles will be advertised next week.

A Neighbourhood Investigation Officer will soon be joining the team too.

Burglary is low at the moment, along with Robbery. Vehicle Crime is a problem which we have in South Derbyshire, specifically on the A50 Corridors. The main issues are Diesel Theft, robbery from HGV's parked in Laybys and Catalytic Converter Theft too.

Many Officers are currently receiving advanced training in Driving at the moment. A lot of investment is being put into South Derbyshire at the moment.

Councillor Dunn thanked the SNT for their regular posts on their Facebook page.

A member of the public raised concerns over E-Scooters on Alma Road. To which Inspector Sisman explained, people need to keep reporting.

A member of the public raised concerns over a parked car on an axel stand on Oversetts Road which has been there for a number of weeks. PCSO Coldicott explained that today the vehicle has been removed.

N/A 17. South Derbyshire Community Safety Partnership/ Safer Neighbourhood Grants Update

Safer Spaces Meeting



This is a new meeting which has been set up to look at ASB and Crime issues in Urban Core, especially around the Parks and Open Spaces. A recent Contextual Safeguarding Survey carried out by Granville School showed fear of crime in parks - especially Eureka Park where there has been some high-profile incidents in recent years. The group is carrying out further consultation in schools and with youth groups to see what would make young people feel safer in these areas.

Op Sceptre & Knife Crime Prevention

This is an initiative we have supported the local Police Team in by providing chalk spray and stencils for use in the parks and for Social Media posts.

We have also been supporting Street Whyze in South Derbyshire Support Centre with 1-2-1 and group intervention around knife Crime.

Granville School have also bought in the 'Switch up' Theatre in Education Performance which is both interactive and engaging. Pingle have also booked the performance for this year and the Partnership will support the initiative in future years with a 50% contribution of each performance.

Safer Homes

CVS have won the Tender for The Safer Homes Scheme and will continue to operate the scheme for the next three years. The service installs security measures to victim's and vulnerable people's homes free of charge. Self-referrals can be made, leaflets on the scheme are on the sign in table

The Anti-Violence Bee

The Manchester Anti-Violence Bee recently visited Swadlincote as part of the Derbyshire Tour. The bee was situated at Morrisons, Granville Academy and The William Allitt Academy on different occasions. The 11ft bee is a statue made entirely of guns and knives which were confiscated by police from the streets of Manchester.

CPNW's Issued & CBO Application

Three new CPNW's have recently been issued to residents who are suspected of smoking cannabis at home which is having a detrimental impact on surrounding neighbours through the strong odour.

One CBO application is with the CPS for a juvenile offender who has been involved in incidents of crime and disorder within Swadlincote area.

Midway Community Centre

The Communities Team and the Police have worked with Schools to identify young people causing damage at Midway Community Centre, using CCTV images. Partnership Warning letters were issued, and hand delivered to parents.



Safer Neighbourhoods Funding

There is still Funding available for projects for the current financial year. Anyone with any projects should contact community.safety@southderbyshire.gov.uk for more information. There is still money left for new funding applications.

We have received one application from Alan Hiller who has applied for £500 to set up a new Chess Club for Children at Newhall Scout Hut.

Claire Rawlins put to the Chess Club Application to the floor; no objections – approved for funding.

N/A 18. Local Community and Voluntary Sector Projects/ Update

Active Travel

This service supports people who have no transport and are unable to use public transport to take them to medical appointments (GP's and hospital appointments). In the last three months we have supported 74 individuals and had 219 contacts. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or projectsupport@sdcvs.org.uk

Befriending

Since March 2020 our Befriending Service has been carried out through telephone calls. We are beginning to talk to volunteers and service users who want to resume face to face visits. In the last three months we have supported 45 individuals and 540 contacts based on one visit per week. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or connect@sdcvs.org.uk

Handy Person Help at Home Support Service

This service provides practical solutions for those who need a bit of help to stay independent in their own homes. We can help with grab rails, key safes and other minor adjustments. In the last three months we have received 104 referrals and 142 visits. Referrals and enquiries can be made to 01283 219761 or handysupport@sdcvs.org.uk

Home From Hospital

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Our Social Impact Report - <https://bit.ly/3jZ7LsD>

A member of the public asked if there are specific requirements for which the food bank are in need of?

Hollie explained, if people contact Petra, she can recommend items which are required.

N/A 19. Local Authority Update and Public Q&A

Beat the Street

Beat the Street is coming to Swadlincote! From 15th March to 26th April, Swadlincote is being transformed into a giant game! Beat the Street is a free, fun, walking cycling and wheeling game, which gets staff, pupils and their families out and about in the local area, having fun and keeping healthy.

Beat the Street is designed to get children and communities moving by helping people to make small changes, such as walking or cycling to school every day, to improve physical and mental health and help embed physical activity into everyday life. So far, 1.6 million people and 5, 000 schools have taken part in games in 154 places across the UK and beyond.

School children and local communities will be able to collect their game cards and register to play. Game card readers called ‘Beat Boxes’ will be positioned around Swadlincote including outside schools and in parks. Each time a player taps the Beat Boxes with their registered cards, they will earn points for their school or community team. The total number of points will be counted on the leader board, and winning teams will win prizes for their efforts.

We will have lots of events and pop-up games taking place between 15th March and 26th April, so keep checking the website: www.beatthestreet.me

Public Spaces Protection Orders extended for 3 years

Throughout September 2022 the Council consulted on a proposal to renew seven Public Spaces Protection Orders.



Public Spaces Protection Orders (PSPO) are a control measure, intended to deal with specific nuisances or problems in a defined area that are “detrimental to the local community’s quality of life”.

PSPOs have a lifespan of three years and the seven existing Orders were due to expire in January 2023. The consultation processes identified widespread support for the continuation of the Orders and so the Council have extended them all until January 2026.

The seven PSPOs include:

Dog Fouling PSPO. Which makes it an offence for any owner not to pick up after their dog in all land open to the public in South Derbyshire.

Dogs on Lead PSPO. This makes it an offence for any owner not to keep their dog on a lead in any of the 23 parks and open spaces named in the Order.

Littering from Vehicles PSPO. This made the registered owner of a vehicle legally responsible for any litter thrown from their vehicle.

And the Staker Lane & Lowes Lane PSPOs. Which give the Council the power to put a gated entrance to a small length of public highway and prohibited unauthorised vehicles from accessing the lanes which are flytipping hotspots.

Breach of any of the PSPOs can result in a £100 fixed penalty notice or prosecution carrying a fine up to £1,000.

Copies of all of the Orders are published on the [PSPO section of the Councils website](#) and the Councils Environmental Health Facebook account contains regular information about recent fixed penalties which have been issued.

Delph works to start in Swadlincote town centre

Work is due to start in February to remove and replace the existing Sandstone paving on the Delph with new hard wearing granite disruption with pedestrian access to the businesses around The Delph remaining available at all times.

The works are anticipated to be completed by the end of April 2023 but will depend on weather conditions during the winter.

During the works Swadlincote Market will be relocated to High Street. Market days and times will be as normal - Tuesdays, Fridays and Saturdays.

South Derbyshire District Council has also recently completed works to improve the frontages to Numbers 5-15 West Street, with contemporary grey cladding installed across the top of the building and matching first floor windows for the shops fronting on to The Delph.



Works to regenerate the vacant land between Midland Road and Belmont Street, known as Bank House/Sabine's Yard will also get underway in the coming weeks.

Social Housing Decarbonisation Funding – Wave One

Phase 1 works to extract and replace cavity wall insulation and install additional loft insulation have been completed at Kendricks Close (Hartshorne) and residents are already reporting being able to reduce the settings of their heating controls whilst remaining comfortably warm.

Work at Peniston Rise (Melbourne), Resthaven (Swadlincote) and Bailey Avenue (Overseal), has commenced and the final scheme at Gresley Woodlands commences in early February.

We have and continue to build a constructive working relationship with the contractor and the customer engagement activities are bringing positive benefits as evidenced by very few customer queries or complaints being received.

Phase 2 works to install high heat retention double glazing and doors at all properties is expected to start in early February with all works expected to be completed by 31st March 2023.

Voter Identification

From May 2023, all electors who wish to vote in person, including those acting as a proxy on behalf of another individual, will be required to produce an accepted form of photographic identification (photo ID) at polling stations before being provided with a ballot paper.

The Cabinet Office has decided to introduce this requirement to reduce cases of voter fraud. The requirement was brought in under the Elections Act 2022, and the relevant sections are now in force.

This requirement will apply to:

- UK Parliamentary General Elections
- Local Elections
- Local Referendums
- Police and Crime Commissioner Elections
- Recall Elections

The first poll this will apply to will be the local elections on Thursday 4 May 2023.

A comprehensive communications campaign will advertise the requirements in plenty of time across a broad range of channels before this policy is implemented nationwide.

What types of photo ID will be accepted?

Poll Clerks will be able to accept many forms of identification, including:



- Various concessionary travel passes
- PASS cards
- Ministry of Defence identity cards
- Photocard parking permits issued as part of the Blue Badge scheme
- Driver's licenses
- Passports

Expired photo ID will also be accepted, as long as the photograph is still a good likeness of the elector.

If you have any other questions or queries, please contact the Council Elections Office, or the Councils Website.

A member of the public asked if part of the Swadlincote Regeneration Works, if the Council Offices will be included?

Frank McArdle explained nothing is off the table, we are constantly reviewing our premises.

A member of the public raised concerns over the number of dogs off Leads on Newhall Park.

ACTION: Claire Rawlins to contact SDDC Dog Warden about Dogs off Leads in Newhall Park.

A member of the public asked if Newhall Scout Group can receive some information in the post about Beat the Street.

ACTION: Sean McBurney to post Beat the Street information out to Newhall Scout Group.

A member of the public asked what happens if they do not own suitable ID to take with them to the election.

Frank McArdle explained there is something called a Voter Authority Certificate which can be applied for.

A member of the public asked if there will still be Crazy Golf and a Café at the Country Park. Frank McArdle explained, yes, it is all in progress.

A member of the public raised concerns over the proposed incinerator in which is with Derbyshire County Council for Planning Permission.

A discussion took place about the proposal and the impact/ effects which it will have on Stanton.

Frank McArdle explained the position which the Council and it's Members are in at the current time and that it will go to SDDC Planning Committee in February where members will then be able to express their opinions.

A member of the public explained there has been a considerable amount of rubbish dumped on the footpath from Pine Grove to The Burrows in Newhall.



ACTION: Clean Team to be informed of the Tipped Rubbish on the footpath from Pine Grove to The Burrows in Newhall.

N/A 20. Summary of Agreed Actions

| Action | Person responsible |
|--|----------------------------------|
| Relevant Officers to visit Newhall Park RE: broken tree off Higgins Road. | Park's Officers |
| Claire Rawlins to contact SDDC Dog Warden about Dogs off Leads in Newhall Park. | Claire Rawlins/ SDDC Dog Wardens |
| Sean McBurney to post Beat the Street information out to Newhall Scout Group. | Sean McBurney |
| Clean Team to be informed of the Tipped Rubbish on the footpath from Pine Grove to The Burrows in Newhall. | SDDC Clean Team |

N/A 21. Close and Date of Next Meeting

TBC. Venue to be confirmed.

Councillor Sean Bambrick
CHAIR
The meeting terminated at 19:52pm



SOUTH DERBYSHIRE COMMUNITY MEETING

MELBOURNE – AREA 3

Meeting Minutes – January 25, 2023

Melbourne Assembly Rooms

PRESENT: -

South Derbyshire District Council Representatives

Councillor Martin Fitzpatrick (Chair), Councillor Neil Atkin, Councillor Jim Hewlett and Councillor Peter Watson

Kevin Stackhouse – Strategic Director of Corporate Resources
Chris Smith – Communities Team Manager
Rosie Collins – Communities Team Service Assistant

Derbyshire County Council Representatives

Councillor Neil Atkin and Councillor David Muller

Derbyshire Police Representatives

PCSO Supervisor Wallington-Waite
PC Alex Boniface
PCSO Finn Greville

M/A 15. Open Meeting

a) Introductions and Housekeeping

b) Apologies

Nancy Hawksworth, Councillor Dan Corbin.

c) Chair's Announcements

Summer Activities 2023

Bookings are well underway for our ever-popular Summer Activities. With 70% of available sessions booked within the first week of the booking window, Parish Councils have until Friday 10th February to secure sessions within their local area.

Warm Spaces



Derbyshire County Council have launched a warm spaces fund to support organisations to provide a warm refuge for residents and their families struggling to heat their homes. Voluntary, community and charity organisations in Derbyshire can apply for a grant to set up warm spaces this winter.

Various buildings and venues across the district are open as warm spaces. To find out where these are and for further information about grants to open a warm space visit [Warm spaces - Derbyshire County Council](#).

d) To Receive the Minutes of the Last Meeting

Minutes approved as a true and accurate record of the meeting.

e) Matters Arising from the Last Minutes

Update on Action: County Council to take back issues of school parking at Aston School.

Councillor Atkin explained discussions are ongoing between Highways and the Parish Council to resolve parking issues at Aston School.

Update on Action: Councillor Atkin to take back concerns over traffic backlog at the A6 spur.

Councillor Atkin explained, that he is in discussions with Highways England to meet with Parishes in Aston Ward to raise issues on the following round-a-bouts: A50 Junction 1 Shardlow, A50 Junction 2 A6 link and A50 Junction 3 Chellaston. They have agreed to come out so we will have more information on that in the near future.

Stenson Village as a through route, it will be closed again tomorrow due to the works starting to put the Canal Locke Gates in place.

Councillor Watson expressed frustrations with the A6 spur and urged the County Councillor's and Highways to continue to look into the matter. Councillor Watson suggested that the works being carried out could be considered to be carried out at night time.

M/A 16. Police Safer Neighbourhood Team (SNT) Report and Police Q&A

SNT Updated: 180 people arrested across all of Derbyshire during the Drink and Drug Drive Christmas Campaign.

MF asked if there was a pattern in vehicle crime, he was informed a lot is along the A50 with lorries being targeted and in services and villages just off the A50. Weston on Trent has recently been targeted, they tend to target a village at a time. Very easy for Leicestershire nominals to pop over the border, commit the offence and they're gone.



A lot of stop searches have been completed and people leaving their cars open contributes to the problem. Faraday bags have been given out to people who have key less car systems.

Cllr Muller asked if the figure of 180 was arrests for drink and drug? He was informed that it was, and that drug driving is increasing everywhere.

Cllr Hewlitt asked if it was an increase on last year, PC Boniface stated it was but they do stop more vehicles and have wipes that can detect drug use now so Police are detecting more rather than its rising.

Melbourne PC asked if they could do an event at Sainsburys car park dishing out Faraday Bags, PCSO Grenville stated that they do a number of community events giving out community safety freebies. MF asked if one could be done on Market square

ACTION: MF to provide contact to have event in Market Square,

M/A 17. South Derbyshire Community Safety Partnership/ Safer Neighbourhood Grants Update

CS updated the meeting.

Safer Spaces Meeting

This is a new meeting which has been set up to look at ASB and Crime issues in Urban Core, especially around the Parks and Open Spaces. A recent Contextual Safeguarding Survey carried out by Granville School showed fear of crime in parks - especially Eureka Park where there has been some high-profile incidents in recent years. The group is carrying out further consultation in schools and with youth groups to see what would make young people feel safer in these areas.

Op Sceptre & Knife Crime Prevention

This is an initiative we have supported the local Police Team in by providing chalk spray and stencils for use in the parks and for Social Media posts.

We have also been supporting Street Whyze in South Derbyshire Support Centre with 1-2-1 and group intervention around knife Crime.

Granville School have also bought in the 'Switch up' Theatre in Education Performance which is both interactive and engaging. Pingle have also booked the performance for this year and the Partnership will support the initiative in future years with a 50% contribution of each performance.

Safer Homes

CVS have won the Tender for The Safer Homes Scheme and will continue to operate the scheme for the next three years. The service installs security measures to victim's



and vulnerable people's homes free of charge. Self-referrals can be made, leaflets on the scheme are on the sign in table

Vehicle Crime Initiatives

We have located two hotspot areas along the A50 Corridor around the Swadlincote Area. CS has met with Inspector and Community engagement events have taken place around the area where tool marking kits were provided for van owners.

In addition, we are currently liaising with Balfour Beattie regarding some new A50 Signage.

ASB at Featherstone Road

Following reports of ASB at Featherstone Road (Boulton Moor) play area, joint partnership meetings were held with the Police, Riverside Housing and the Communities Team to look at tackling the concerns. Leaflet drops were done in the area to encourage reporting to the appropriate agencies, as reports were not being made to the Police or the Communities Team. Riverside Housing Officers also undertook visits to victims and SNT have increased patrols on the area. The area is continuing to be monitored.

M/A 18. Local Community and Voluntary Sector Projects/ Update

Active Travel

This service supports people who have no transport and are unable to use public transport to take them to medical appointments (GP's and hospital appointments). In the last three months we have supported 74 individuals and had 219 contacts. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or projectsupport@sdcvcs.org.uk

Befriending

Since March 2020 our Befriending Service has been carried out through telephone calls. We are beginning to talk to volunteers and service users who want to resume face to face visits. In the last three months we have supported 45 individuals and 540 contacts based on one visit per week. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or connect@sdcvcs.org.uk

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MF- thanked CVS for their work.

A member of the public asked if the handy person was age restrictive, CVS responded that it wasn't and was open to anyone.

Councillor Muller asked if there were geographical issues for people to get to Swadlincote to access the food bank. CVS responded that they are developing more community networks and are always looking at where and how we can improve our food bank.

Member of public asked about using whether the new performing arts project was using existing places or a performing arts centre in SD. LG from CVS responded that it is in its development stage and are currently in the process of a developing a steering group. There will be an event to launch the project. They will visit schools in the area, take on board what they want and will be including local arts organisation like people express to be involved with the project.

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And the Staker Lane & Lowes Lane PSPOs. Which give the Council the power to put a gated entrance to a small length of public highway and prohibited unauthorised vehicles from accessing the lanes which are flytipping hotspots.

Breach of any of the PSPOs can result in a £100 fixed penalty notice or prosecution carrying a fine up to £1,000.

Copies of all of the Orders are published on the [PSPO section of the Councils website](#) and the Councils Environmental Health Facebook account contains regular information about recent fixed penalties which have been issued.

Social Housing Decarbonisation Funding – Wave One

Phase 1 works to extract and replace cavity wall insulation and install additional loft insulation have been completed at Kendricks Close (Hartshorne) and residents are already reporting being able to reduce the settings of their heating controls whilst remaining comfortably warm.

Work at Peniston Rise (Melbourne), Resthaven (Swadlincote) and Bailey Avenue (Overseal), has commenced and the final scheme at Gresley Woodlands commences in early February.

We have and continue to build a constructive working relationship with the contractor and the customer engagement activities are bringing positive benefits as evidenced by very few customer queries or complaints being received.



Phase 2 works to install high heat retention double glazing and doors at all properties is expected to start in early February with all works expected to be completed by 31st March 2023.

Voter Identification

From May 2023, all electors who wish to vote in person, including those acting as a proxy on behalf of another individual, will be required to produce an accepted form of photographic identification (photo ID) at polling stations before being provided with a ballot paper.

The Cabinet Office has decided to introduce this requirement to reduce cases of voter fraud. The requirement was brought in under the Elections Act 2022, and the relevant sections are now in force.

This requirement will apply to:

- UK Parliamentary General Elections
- Local Elections
- Local Referendums
- Police and Crime Commissioner Elections
- Recall Elections

The first poll this will apply to will be the local elections on Thursday 4 May 2023.

A comprehensive communications campaign will advertise the requirements in plenty of time across a broad range of channels before this policy is implemented nationwide.

What types of photo ID will be accepted?

Poll Clerks will be able to accept many forms of identification, including:

- Various concessionary travel passes
- PASS cards
- Ministry of Defence identity cards
- Photocard parking permits issued as part of the Blue Badge scheme
- Driver's licenses
- Passports

Expired photo ID will also be accepted, as long as the photograph is still a good likeness of the elector.

There are some information sheets with further information at the back of the room near the signing in sheet.

If you have any other questions or queries, please contact the Council Elections Office, or the Councils Website.

A member of the public explained they can see a lot of people not realising they need to take voter ID.

It was confirmed that that the information on Voter ID will be included on the Polling Card.



Councillors who are standing again to urge people to take ID with them.

Councillor Watson thanked Kevin Stackhouse for all of his service over the years!

M/A 20. Summary of Agreed Actions

| Action | Person responsible |
|---|--------------------|
| MF to provide Kerry with contact for market for community engagement events in Melbourne. | Martin Fitzpatrick |

MF thanked Rosie for all work as she is due to leave the authority in the next few weeks.

M/A 21. Close and Date of Next Meeting

Date and Venue to be confirmed -

Councillor Martin Fitzpatrick
CHAIR
The meeting terminated at 7:48pm



SOUTH DERBYSHIRE COMMUNITY MEETING

SWADLINCOTE – AREA 4

Meeting minutes – Thursday, 31st January, 2023
Goseley Community Centre

PRESENT: -

South Derbyshire District Council representatives

Councillor Mick Mulgrew (Chair), Councillor Vonnie Heath, Councillor Neil Tilley, Councillor Louise Mulgrew, Councillor Steve Taylor, Councillor Malc Gee, Councillor Gordon Rhind

Frank McArdle – CEO SDDC
Heidi McDougall – Strategic Director of Service Delivery
Sean McBurney - Head of Cultural and Community Services
Chris Smith – Communities Team Manager
Rosie Collins – Communities Team Service Assistant
Max Boyce- Community Safety Enforcement Officer

Derbyshire County Council representatives

Councillor Peter Smith, Councillor David Muller

Derbyshire Police representatives

PCSO Badham-Spalding, PCSO Egan Gibson, Inspector Mike Sisman

S/A15. Open meeting

a) Introductions and housekeeping

b) Apologies

Sergeant Tarj Nizzer, Cllr Trevor Southerd, Cllr Roger Redfern, Councillor Gary Musson

c) Chair's announcements

Summer Activities 2023

Bookings are well underway for our ever-popular Summer Activities. With 70% of available sessions booked within the first week of the booking window, Parish Councils have until Friday 10th February to secure sessions within their local area.

Warm Spaces



Derbyshire County Council have launched a warm spaces fund to support organisations to provide a warm refuge for residents and their families struggling to heat their homes. Voluntary, community and charity organisations in Derbyshire can apply for a grant to set up warm spaces this winter.

Various buildings and venues across the district are open as warm spaces. To find out where these are and for further information about grants to open a warm space visit [Warm spaces - Derbyshire County Council](#).

Parks & Green Spaces Events

March Butterfly survey training – dates to be confirmed FREE TO ATTEND. Butterfly survey training will take place at Swadlincote Woodlands and Coton Park Nature Reserve in March. Training will be provided by the Parklife Officer. The training is provided to volunteers wishing to take part in a summer survey of butterflies at these sites. Each year the training is an opportunity to recruit new volunteers and retain some of the existing volunteers so that results can be recorded and submitted to Butterfly Conservation for monitoring of butterflies in the local area.

5th April 2023 – Coronation Teddy Trail event at Eureka Park 11.00am to 12.30pm FREE TO ATTEND – This event being led by the Parklife Officer and Get Active. A led walk around Eureka Park with Bertie the Bear and craft activity at end of walk.

d) To receive the minutes of the last meeting

The minutes were approved as a true and correct record of the meeting.

e) Matters arising from the last minutes

CS updated as per the report back document in the Agenda pack.

S/A16. Police Safer Neighbourhood Team (SNT) report and police Q&A

The police updated that there is an additional Safer Neighbourhood Sergeant (Ben Frearson) starting soon. He will cover the three norther areas and Tarj Nizzer will stay in charge of the three south areas.

Three additional Safer Neighbourhood Officers are also due to start by the end of February. Advert has gone out for recruitment.

There are lots of new faces at the Station at the moment with a lot of officers receiving training. A new burglary Team has been set up who will deal with South Derbyshire burglaries.

Theft of vehicle crime has increased in the District, mostly in the North of the District where Fuel is targeted on A50 but cars also being targeted in nearby villages just off A50.



People advised to make sure they secure cars and anyone with keyless entry systems should keep them in faraday bags, both the police and Communities Team have a supply.

The Manchester anti-violence bee came to Swadlincote before Christmas and Granville school have done a Community Safety Poster competition which will be judged by the Inspector.

Drink/ Drug driving campaign took place before Christmas period, 180 arrests made across Derbyshire.

Cllr Smith stated there was a problem with misuse of e-scooters and speeding through the Hartshorne. Recent accident on Woodville Road. Police stated they are trying to encourage the community to join speed watch groups but need support from the public as it is a real problem.

Cllr Smith asked for the law on Scooters to be clarified. The Inspector responded that they can only be used on private land. The SNT Team are not tolerant with them, they try and educate but can also seize straight away. Prosecution will be taken. Education around the community is required too, lots of social media messages are put out.

Cllr Smith requested for the mobile speed van to be located near school on main street, the section between Repton Road going out towards Ticknall.

ACTION: SNT to carry out speed watch work around Hartshorne Parish with Cllr Smith.

A member of public who uses a disabled scooter stated that the cars are parking partially on pavements at Highfield road in Swadlincote and that there is speeding of traffic on the road and on Alleyne Close. Cars are also illegally driving between Weston Street and Alleyne Close (over a grassed area outside flats) photos given to inspector.

ACTION: SNT to monitor parking and speeding issues and CS to investigate about the grass land and request for an additional bollard.

A member of public asked why the Mobile Speed van is always put it where people can see it, the police stated that law requires that they must be visible.

S/A16 South Derbyshire Community Safety Partnership/ Safer Neighbourhood grants update

CS updated on work of the community Safety Partnership.

Safer Spaces Meeting

This is a new meeting which has been set up to look at ASB and Crime issues in Urban Core, especially around the Parks and Open Spaces. A recent Contextual Safeguarding Survey carried out by Granville School showed fear of crime in parks - especially Eureka Park where there has been some high-profile incidents in recent



years. The group is carrying out further consultation in schools and with youth groups to see what would make young people feel safer in these areas.

Op Sceptre & Knife Crime Prevention

This is an initiative we have supported the local Police Team in by providing chalk spray and stencils for use in the parks and for Social Media posts.

We have also been supporting Street Whyze in South Derbyshire Support Centre with 1-2-1 and group intervention around knife Crime.

Granville School have also bought in the 'Switch up' Theatre in Education Performance which is both interactive and engaging. Pingle have also booked the performance for this year and the Partnership will support the initiative in future years with a 50% contribution of each performance.

Safer Homes

CVS have won the Tender for The Safer Homes Scheme and will continue to operate the scheme for the next three years. The service installs security measures to victim's and vulnerable people's homes free of charge. Self-referrals can be made, leaflets on the scheme are on the sign in table.

The Anti-Violence Bee

The Manchester Anti-Violence Bee recently visited Swadlincote as part of the Derbyshire Tour. The bee was situated at Morrisons, Granville Academy and The William Allitt Academy on different occasions. The 11ft bee is a statue made entirely of guns and knives which were confiscated by police from the streets of Manchester.

CPNW's Issued & CBO Application

Three new CPNW's have recently been issued to residents who are suspected of smoking cannabis at home which is having a detrimental impact on surrounding neighbours through the strong odour.

One CBO application is with the CPS for a juvenile offender who has been involved in incidents of crime and disorder within Swadlincote area.

Swadlincote Town Centre

The Communities Team and the Police have worked with Schools to identify young people causing damage and ASB in Swadlincote Town Centre, using CCTV images. Partnership Warning letters were issued, and hand delivered to parents and some individuals have received banning orders from certain shops.

Safer Neighbourhoods Funding



There is still Funding available for projects for the current financial year. Anyone with any projects should contact community.safety@southderbyshire.gov.uk for more information. There is still money left for new funding applications.

S/A17 Local community and voluntary sector projects/ update

CVS updated about their services:

Active Travel

This service supports people who have no transport and are unable to use public transport to take them to medical appointments (GP's and hospital appointments). In the last three months we have supported 74 individuals and had 219 contacts. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or projectsupport@sdcvs.org.uk

Befriending

Since March 2020 our Befriending Service has been carried out through telephone calls. We are beginning to talk to volunteers and service users who want to resume face to face visits. In the last three months we have supported 45 individuals and 540 contacts based on one visit per week. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or connect@sdcvs.org.uk

Handy Person Help at Home Support Service

This service provides practical solutions for those who need a bit of help to stay independent in their own homes. We can help with grab rails, key safes and other minor adjustments. In the last three months we have received 104 referrals and 142 visits. Referrals and enquiries can be made to 01283 219761 or handysupport@sdcvs.org.uk

Home From Hospital

This scheme has been continuing to support people throughout the pandemic. We have been helping people with shopping and prescription/ medication collection doing doorstep deliveries and these are continuing too. In the last three months we have supported 30 new open cases and 22 new referrals across South Derbyshire. We are beginning to plan to introduce home visits again but we will be doing so with caution and with procedures in place to keep everyone involved safe. We are looking for volunteers to help deliver this service. Referrals and enquiries can be made to 01283 817417 or home@dhfh.org.uk

Safer Homes

This service is available to offer advice and practical assistance to people who have been victims of crime or are vulnerable. People will feel safer at home and have some things in place to protect their home. Over the last three months we have



completed 84 visits in South Derbyshire. Referrals and enquiries can be made to 01283 219761 or projectsupport@sdcv.org.uk

Food Bank

Our Food Bank is now well established in our new premises at The Hive Unit G First Floor, Sharpes Industrial Estate, Alexandra Road, Swadlincote DE11 9AZ Swadlincote and collection of food parcels is by appointment only. Due to the increase in demand for this service we are now open four days a week - Monday, Tuesday, Thursday and Friday between 9.00am - 3:30pm. The service provides free emergency food parcels to families and individuals in the South Derbyshire area. From October to December 2022 we distributed 335 food parcels to families/single people/homeless people, supported 426 adults and 334 children, provided 6840 meals through the distribution of the food parcels and signposted people to 47 different services To find out more contact Petra on 07458 305314 or email petrap@sdcv.org.uk

In 2022, the Food Bank supported a number of individuals in South Derbyshire: Findern (8), Willington (21), Repton (46), Stenson Fields (11), Eggington (2), Hilton (42), Hatton (16) and Littleover (23)

Partnership working with CAB (Citizens Advice Bureau)

Since November 22 we have been working in partnership with the Citizens Advice Bureau. One of the CAB advisors is now located at the Food Bank twice a week offering support to clients who are experiencing debt and energy issues. This service started in November and in the first month the support given to clients saw the following financial gains - £17,192.00 in benefits and fuel support and £2,373.00 managing debt. This is a funded project and CAB have just secured a further 18 months funding to expand this service and support the Food Bank.

May we take this opportunity to thank the local residents and businesses in South Derbyshire that have supported the Food Bank over the past year with financial and food donations. This valued support has meant that many vulnerable and disadvantaged people have been able to access this service and start receiving other support including debt and benefit issues, domestic abuse and more recently the cost-of-living crisis.

Community Development Team

The team support local communities, not-for-profit groups and volunteers in South Derbyshire. Our aim is to provide support, information and advice to volunteer trustees, voluntary and community groups, registered charities and social enterprises. We help new groups to set up with the appropriate governance (constitution, trustee board, policies and procedures and funding). For further information contact development@sdcv.org.uk



In the period July – September 2022 the Team supported 43 individual groups with 402 contacts with those groups during the three-month period supporting them with funding searches, governance, community engagements, finance and volunteer recruitment.

Connected South Derbyshire

A project to connect, engage and socialise local citizens in South Derbyshire with the volunteers, groups and organisations providing social connection in their communities. Our new Development Officer, Helen Adcock started in October and has been engaging with a number of community networks in Etwall, Hatton, Hilton and is now starting to develop networks in Repton and Willington. Helen has also been supporting some of the Warm Hubs and a Dementia Café in Hilton. For more information contact helena@sdcv.org.uk

Volunteer Force

The Volunteer Force helps to develop and promote volunteering in South Derbyshire with particular reference to the advertising, recruiting, training and referring potential volunteers and providing recruitment support to voluntary and community groups and social enterprises. For more information contact Volunteer@sdcv.org.uk

Corporate Volunteers

We have started to work with corporate businesses who are keen for their staff to volunteer to give something back to their local community and be more aware of the many issues that residents in South Derbyshire are experiencing. An example is Amazon and ElectroLube who supported the Food Bank with the Christmas rush – helping in the Food Bank to bring in the donations and making up the food parcels to give out to local residents.

Community Connectors Project

This was originally the Covid Connectors Network supporting local communities sharing public health information updates relating to Covid. The project has now been renamed to the Community Connectors Project and focuses more on health and wellbeing, what services are available and moving into recovery from the pandemic. For more information email Selinaw@sdcv.org.uk

Communications

We continue to send out regular newsletters/e-bulletins, events, training, job vacancies, volunteering opportunities and funding – www.sdcv.org.uk

You can sign up to receive these communications via the homepage of our website – www.sdcv.org.uk, and if you would like anything advertised, please email communications@sdcv.org.uk



We continue to target our non-digital audiences through our outreach work – leaflets/posters on parish notice boards, using the community magazines and attending more community events.

Education and Training at SDCVS

Following a period of planning and change of staff, the new SDCVS Education and Training Manager will be launching a range of new courses for adult learners. The first of these courses will begin in late February with a focus on supporting adult family members who are experiencing economic disadvantage, disability, poor mental or physical health, learning disabilities, unemployment, rural or social isolation, lack of confidence or low aspirations. Attending this course will improve personal and social skills, confidence, resilience, wellbeing and employability.

For more information on this course and future courses at SDCVS, please contact Dave Protheroe, davep@sdcv.org.uk

Derbyshire Time Swap

We've recently secured a brand-new contract with Derbyshire County Council called Derbyshire Time Swap. This contract is about supporting people across the county to embrace the benefits of Timebanking which is a way of exchanging skills without any money changing hands. You do what you love, when you want to... and get a little help when you need it. For every hour you spend helping someone, you earn an hour back from your time bank.

Our new team are now in place and are starting to work out in the different areas in Derbyshire:

- Stuart Martin – South Derbyshire & Erewash
- Jane Davison – Amber Valley & South Derbyshire Dales
- Lindsey Coombs – High Peak & North Derbyshire Dales
- Natalie Evans – Bolsover & North East Derbyshire
- Lucy Exton – our Admin Support Assistant

For more information please email derbyshiretimeswap@sdcv.org.uk

Swadlincote Performing Arts

SDCVS is pleased to announce the launch of a fantastic, innovative and community driven project is currently being developed in Swadlincote.

Its mission *“To aid economic development and a sense of Pride in Swadlincote, the project will provide the community with entertainment, bringing to the fore local and regional talent, supporting Swadlincote's aim to be a vibrant and attractive visitor destination”* A standalone organisation will be established, to bring all of the arts together and will cumulate in an event at the end of August. The organisation will then continue to provide events and activities for the arts in the area. Anyone who



would like to know more or be involved in the project please contact helena@sdcvcs.org.uk.

Derbyshire Befriending – Our new Derbyshire Befriending website ...is now LIVE www.derbyshirebefriending.org.uk. You can find out all about befriending, what it is, how to find services or maybe even become a volunteer

Our Social Impact Report - <https://bit.ly/3jZ7LsD>

S/A18 Local authority update and public Q&A

Cllr Mulgrew thanked Frank for his hard work for 40 years at the District Council and wished him well for the future.

The following Local Authority was given:

Beat the Street

Beat the Street is coming to Swadlincote! From 15th March to 26th April, Swadlincote is being transformed into a giant game! Beat the Street is a free, fun, walking cycling and wheeling game, which gets staff, pupils and their families out and about in the local area, having fun and keeping healthy.

Beat the Street is designed to get children and communities moving by helping people to make small changes, such as walking or cycling to school every day, to improve physical and mental health and help embed physical activity into everyday life. So far, 1.6 million people and 5, 000 schools have taken part in games in 154 places across the UK and beyond.

School children and local communities will be able to collect their game cards and register to play. Game card readers called 'Beat Boxes' will be positioned around Swadlincote including outside schools and in parks. Each time a player taps the Beat Boxes with their registered cards, they will earn points for their school or community team. The total number of points will be counted on the leader board, and winning teams will win prizes for their efforts.

We will have lots of events and pop-up games taking place between 15th March and 26th April, so keep checking the website: www.beatthestreet.me

Public Spaces Protection Orders extended for 3 years

Throughout September 2022 the Council consulted on a proposal to renew seven Public Spaces Protection Orders.

Public Spaces Protection Orders (PSPO) are a control measure, intended to deal with specific nuisances or problems in a defined area that are "detrimental to the local community's quality of life".



PSPOs have a lifespan of three years and the seven existing Orders were due to expire in January 2023. The consultation processes identified widespread support for the continuation of the Orders and so the Council have extended them all until January 2026.

The seven PSPOs include:

Dog Fouling PSPO. Which makes it an offence for any owner not to pick up after their dog in all land open to the public in South Derbyshire.

Dogs on Lead PSPO. This makes it an offence for any owner not to keep their dog on a lead in any of the 23 parks and open spaces named in the Order.

Littering from Vehicles PSPO. This made the registered owner of a vehicle legally responsible for any litter thrown from their vehicle.

And the Staker Lane & Lowes Lane PSPOs. Which give the Council the power to put a gated entrance to a small length of public highway and prohibited unauthorised vehicles from accessing the lanes which are flytipping hotspots.

Breach of any of the PSPOs can result in a £100 fixed penalty notice or prosecution carrying a fine up to £1,000.

Copies of all of the Orders are published on the [PSPO section of the Councils website](#) and the Councils Environmental Health Facebook account contains regular information about recent fixed penalties which have been issued.

Delph works to start in Swadlincote town centre

Work is due to start in February to remove and replace the existing Sandstone paving on the Delph with new hard wearing granite disruption with pedestrian access to the businesses around The Delph remaining available at all times.

The works are anticipated to be completed by the end of April 2023 but will depend on weather conditions during the winter.

During the works Swadlincote Market will be relocated to High Street. Market days and times will be as normal - Tuesdays, Fridays and Saturdays.

South Derbyshire District Council has also recently completed works to improve the frontages to Numbers 5-15 West Street, with contemporary grey cladding installed across the top of the building and matching first floor windows for the shops fronting on to The Delph.

Works to regenerate the vacant land between Midland Road and Belmont Street, known as Bank House/Sabine's Yard will also get underway in the coming weeks.



Social Housing Decarbonisation Funding – Wave One

Phase 1 works to extract and replace cavity wall insulation and install additional loft insulation have been completed at Kendricks Close (Hartshorne) and residents are already reporting being able to reduce the settings of their heating controls whilst remaining comfortably warm.

Work at Peniston Rise (Melbourne), Resthaven (Swadlincote) and Bailey Avenue (Overseal), has commenced and the final scheme at Gresley Woodlands commences in early February.

We have and continue to build a constructive working relationship with the contractor and the customer engagement activities are bringing positive benefits as evidenced by very few customer queries or complaints being received.

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From May 2023, all electors who wish to vote in person, including those acting as a proxy on behalf of another individual, will be required to produce an accepted form of photographic identification (photo ID) at polling stations before being provided with a ballot paper.

The Cabinet Office has decided to introduce this requirement to reduce cases of voter fraud. The requirement was brought in under the Elections Act 2022, and the relevant sections are now in force.

This requirement will apply to:

- UK Parliamentary General Elections
- Local Elections
- Local Referendums
- Police and Crime Commissioner Elections
- Recall Elections

The first poll this will apply to will be the local elections on Thursday 4 May 2023.

A comprehensive communications campaign will advertise the requirements in plenty of time across a broad range of channels before this policy is implemented nationwide.

What types of photo ID will be accepted?

Poll Clerks will be able to accept many forms of identification, including:

- Various concessionary travel passes
- PASS cards
- Ministry of Defence identity cards



- Photocard parking permits issued as part of the Blue Badge scheme
- Driver's licenses
- Passports

Expired photo ID will also be accepted, as long as the photograph is still a good likeness of the elector.

If you have any other questions or queries, please contact the Council Elections Office, or the Councils Website.

A question was asked about how many cases of voter fraud in south Derbyshire, FM stated he had seen none.

Cllr Smith reported that he has witnessed rubbish being thrown out of cars from people who have visited food outlets in swad and asked if we can we do anything?

MB responded that witnesses can report this, with evidence if possible to the Environmental Health team at SDDC, they will always look to investigate.

Cllr Rhind, as a resident and Councillor thanked Frank McArdle for his long service to the Council

A member of public raised that he thought Wards scrap yard had its scrap piled up too high. A response stated that it is licensed by the County Council and their officers will should investigate. Cllr Muller stated he will talk to County Councillor Gary Musson.

ACTION: Cllr Muller to speak to Cllr Musson RE: Wards Scrap Yard.

A question was asked what will happen to TC Greens?

FM stated that it is privately owned, it will need huge investments to restore. They need to be maintained, the Council are also concerned and we do speak to the owner.

An update was asked for regarding to the trees in the High Street in Swadlincote Town Centre. FM stated that the head of the contract area work will meet with DCC officer next week, trees have been named and numbered already for cutting. We know the work which needs to be done and are awaiting for it to be completed.

The new purple frontaged newsagents on the high street was raised and questioned if it was allowed to be so brightly coloured in a conservation Area.

ACTION: FM to take back concerns over Purple fronted Shop to Conservation Officer.

A representative from the Goseley community centre stated that clean team had come out and cleaned up some graffiti but it could still be seen.

ACTION: Chris smith to take back to Clean Team to re-visit.



The traffic island near Springfield school was raised, drivers still coming down and not stopping on the roundabout. Hedges need removing totally.

ACTION: Officers at DCC to be made aware of Springfield Island.

Cllr Heath raised the traffic lights at the top of Midway Road and problems turning right.

ACTION: Midway Road – concerns over traffic lights to be raised with DCC.

S/A19 Summary of agreed actions

| Action | Person responsible |
|--|--------------------|
| SNT to carry out speed watch work/ speed checks around Hartshorne Parish with Cllr Smith. | SNT |
| Contact NCHA about Bollards to stop vehicles cutting through to Weston Street from Alleyne Close Communities Team | Communities Team |
| SNT to monitor parking and speeding issues on Highfields Road and Alleyne Close | SNT |
| Councillor Muller to liaise with Councillor Musson RE: Health and Safety of Wards Scrap Yard. | Cllr Muller |
| Chris Smith to raise graffiti issues in Goseley with the Clean Team . | Communities Team |
| Officers at DCC to be made aware of Springfield Island. | Communities Team |
| Report to DCC over concerns on Midway County Council to report Road RE: traffic lights. | Communities Team |
| Contact DCC Highways about Hedge in middle of round about near Springfield School | Communities Team |

S/A20 Close and date of next meeting

Next meeting date TBC

Councillor Gordon Rhind

CHAIR

The meeting terminated at 6:46pm



SOUTH DERBYSHIRE AREA FORUM MEETING

ETWALL – AREA 1

Meeting Minutes – 1st February 2023

Egginton Village Hall

PRESENT: -

South Derbyshire District Council Representatives

Councillor Lisa Brown (Chair), Councillor Julie Pattern, Councillor Gillian Lemon
Councillor Peter Smith, Councillor David Muller

Kevin Stackhouse – Strategic Director of Corporate Resources
Ian Hey – Section 106 Officer
Rosie Collins – Communities Team Service Assistant

Derbyshire County Council Representatives

Councillor Martyn Ford

Derbyshire Police Representatives

PCSO Supervisor Kerry Wallington Waite
PCSO Megan Taylor

E/A 15. Open Meeting

a) Introductions and Housekeeping

Chair, Councillor Brown thanked Kevin for his service ahead of his retirement.

Chair, Councillor Brown thanked the Chief Executive for his many years of service and investment to the district.

b) Apologies.

None received.

c) Chair's Announcements

Warm Spaces - Derbyshire County Council have launched a warm spaces fund to support organisations to provide a warm refuge for residents and their families struggling to heat their homes. Voluntary, community and charity organisations in Derbyshire can apply for a grant to set up warm spaces this winter.



Various buildings and venues across the district are open as warm spaces. To find out where these are and for further information about grants to open a warm space visit Warm spaces - Derbyshire County Council

Planning & Strategic Housing- The Local Plan Issues and Options Consultation recently closed. There is a lot of work going on within the Planning Department and across other agencies too. Regarding the NPPF Changes, there is consultation currently going on now and will close on March 2, 2023.

Operational Services- There have been some recent issues with recycling collections in the area due to staff shortages. I can confirm this is now all back up to schedule as well as two new vehicles and three new refuse drivers added to the team.

Etwall Parish Council are commencing new Neighbourhood Plan within the coming weeks.

Kings Coronation- We have been issues with a letter that Saturday 6th May, there will be a coronation Lunch and, on the 7th, May there will be a concert in the evening. On 8th May, there will be the 'big help out' (a community activity). There is National Lottery Funding available for programmes around this event – if you would like more information, please contact me.

Chair, passed on thanks to Hilton Parish Council for their supplementary event held in conjunction with the emerging local plan. Over 100 people turned out to contribute.

d) To Receive the Minutes of the Last Meeting

All received as a true and accurate record of the meeting.

e) Matters Arising from the Last Minutes

Cllr Brown stated the updates on Actions from the last meeting are contained within the Agenda pack.

E/A 16. Police Safer Neighbourhood Team (SNT) Report and Police Q&A

A member of the public raised concerns over an incident at Hilton Village Hall and questioned if it had now been dealt with?

PSCO KWW explained the incident is still being investigated and results are ongoing.

A member of the public asked if there will now be an increased Police presence around the Village Hall due to the rise of incidents there.

PCSO KWW explained, the Police will be continuing their regular patrols within the area with an increase if demand allows them too.



Councillor Pattern raised the problem with HGV's outside Nisa at Hatton and Etwall.

ACTION: SNT to look at HGV issue outside Nisa at Hatton and Etwall.

Councillor Smith asked if there has been any more diesel thefts on the A50.

PCSO KWW explained Derby Road Policing Unit posted stats on their twitter with good results.

Councillor Muller raised an abandoned caravan between Seven Wells and the car garage in the lay by.

ACTION: KWW to investigate abandoned caravan.

A resident of Egginton asked if there is anything that can be done regarding speed concerns within the village.

Resident in Egginton – anything we can do regarding speed in the village?

ACTION: KWW to look into speeding concerns in Egginton.

KWW urged Egginton to start a Community Speed Watch Group. KWW stated she could arrange for information to be sent to residents.

ACTION: KWW to organise a chat with Hilton Car Garage RE: Speeding concerns when on test drives.

Hilton Parish Council raised concerns over a rise of ASB in Hilton and asked what can be done to help the individuals.

A discussion took place around Hilton Youth Group and individuals who have been banned from the group due to their behaviour.

PCSO KWW explained, that if they are under 18 years old, they are their parents responsibility and they get spoke to. Children are given 3 warnings then brought in for ABC's.

A member of public explained there have been 3 incidents with the same vehicle involved in suspicious behaviour. KWW stated she would investigate reg numbers.

E/A 17. South Derbyshire Community Safety Partnership/ Safer Neighbourhood Grants

Safer Spaces Meeting

This is a new meeting which has been set up to look at ASB and Crime issues in Parks and Open Spaces. A recent Contextual Safeguarding Survey carried out by Granville School showed young people were fearful of visiting some of the parks, especially Eureka Park where there has been high-profile incidents in recent years. The group met last week and also discussed recent issues at Hilton Youth Group



and at the Skate Park. Safe and sound will be doing some outreach work at the site, support is being looked at for the youth group volunteers and names of individuals have been passed to the police and Council ASB Officer.

Safer Homes

CVS have won the Tender for The Safer Homes Scheme and will continue to operate the scheme for the next three years. The service installs security measures to victim's and vulnerable people's homes free of charge. Self-referrals can be made, leaflets on the scheme are on the sign in table.

Vehicle Crime Initiatives

We have located two hotspot areas along the A50 Corridor around the Swadlincote Area. Our manager (Chris Smith) has met with Inspector and Community engagement events with the police have taken place around the area where tool marking kits were provided for van owners.

In addition, we are currently liaising with Balfour Beattie regarding some new A50 Signage.

Nuisance Motorcycle Work

Off Road bikes have been an issue on a large area of private land (owned by Severn Trent Water) in the Etwall /Egginton area. Contact was made with landowners, who confirmed that they had not given permission for the land to be used by bikes. Extensive patrols were undertaken, and warning letters /home visits were undertaken with a number of registered keepers of vans parked in the location and believed to be transporting the motorbikes. The VRMS of the vehicles were provided by members of the public.

Seven Trent Water erected a new fence, the motorbike track was cultivated up and the "shack" that had been built on the land was removed. Signs were also put up around the location by Police/CSP. We have since had no further reports, but the area continues to be monitored by SNT.

Safer Neighbourhoods Funding

No new applications have been received. There is still Funding available for projects for the current financial year. Anyone with any projects should contact Chris or Debbie.

No Q&A's, The Chair asked if we could amend the contact sheet with Ian Hey contact details & Sally Hemsley.

E/A 18. Local Community and Voluntary Sector Projects/ Update

CVS gave the following update:



Our Environment | [Page 19 of 149](#) | Our People | Our Future

www.southderbyshire.gov.uk

Active Travel This service supports people who have no transport and are unable to use public transport to take them to medical appointments (GP's and hospital appointments). In the last three months we have supported 74 individuals and had 219 contacts. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or projectsupport@sdcv.org.uk

Befriending Since March 2020 our Befriending Service has been carried out through telephone calls. We are beginning to talk to volunteers and service users who want to resume face to face visits. In the last three months we have supported 45 individuals and 540 contacts based on one visit per week. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or connect@sdcv.org.uk

Handy Person Help at Home Support Service This service provides practical solutions for those who need a bit of help to stay independent in their own homes. We can help with grab rails, key safes and other minor adjustments. In the last three months we have received 104 referrals and 142 visits. Referrals and enquiries can be made to 01283 219761 or handysupport@sdcv.org.uk

Home From Hospital This scheme has been continuing to support people throughout the pandemic. We have been helping people with shopping and prescription/ medication collection doing doorstep deliveries and these are continuing too. In the last three months we have supported 30 new open cases and 22 new referrals across South Derbyshire. We are beginning to plan to introduce home visits again but we will be doing so with caution and with procedures in place to keep everyone involved safe. We are looking for volunteers to help deliver this service. Referrals and enquiries can be made to 01283 817417 or home@dhfh.org.uk

Safer Homes This service is available to offer advice and practical assistance to people who have been victims of crime or are vulnerable. People will feel safer at home and have some things in place to protect their home. Over the last three months we have completed 84 visits in South Derbyshire. Referrals and enquiries can be made to 01283 219761 or projectsupport@sdcv.org.uk

Food Bank Our Food Bank is now well established in our new premises at The Hive Unit G First Floor, Sharpes Industrial Estate, Alexandra Road, Swadlincote DE11 9AZ Swadlincote and collection of food parcels is by appointment only. Due to the increase in demand for this service we are now open four days a week - Monday, Tuesday, Thursday and Friday between 9.00am - 3:30pm. The service provides free emergency food parcels to families and individuals in the South Derbyshire area. From October to December 2022 we distributed 335 food parcels to families/single people/homeless people, supported 426 adults and 334 children, provided 6840 meals through the distribution of the food parcels and signposted people to 47 different services To find out more contact Petra on 07458 305314 or email petrap@sdcv.org.uk



In 2022, the Food Bank supported a number of individuals in South Derbyshire: Findern (8), Willington (21), Repton (46), Stenson Fields (11), Eggington (2), Hilton (42), Hatton (16) and Littleover (23)

Partnership working with CAB (Citizens Advice Bureau) Since November 22 we have been working in partnership with the Citizens Advice Bureau. One of the CAB advisors is now located at the Food Bank twice a week offering support to clients who are experiencing debt and energy issues. This service started in November and in the first month the support given to clients saw the following financial gains - £17,192.00 in benefits and fuel support and £2,373.00 managing debt. This is a funded project and CAB have just secured a further 18 months funding to expand this service and support the Food Bank.

May we take this opportunity to thank the local residents and businesses in South Derbyshire that have supported the Food Bank over the past year with financial and food donations. This valued support has meant that many vulnerable and disadvantaged people have been able to access this service and start receiving other support including debt and benefit issues, domestic abuse and more recently the cost of living crisis.

Community Development Team The team support local communities, not-for-profit groups and volunteers in South Derbyshire. Our aim is to provide support, information and advice to volunteer trustees, voluntary and community groups, registered charities and social enterprises. We help new groups to set up with the appropriate governance (constitution, trustee board, policies and procedures and funding). For further information contact development@sdcv.org.uk

In the period July – September 2022 the Team supported 43 individual groups with 402 contacts with those groups during the three-month period supporting them with funding searches, governance, community engagements, finance and volunteer recruitment.

Connected South Derbyshire A project to connect, engage and socialise local citizens in South Derbyshire with the volunteers, groups and organisations providing social connection in their communities. Our new Development Officer, Helen Adcock started in October and has been engaging with a number of community networks in Etwall, Hatton, Hilton and is now starting to develop networks in Repton and Willington. Helen has also been supporting some of the Warm Hubs and a Dementia Café in Hilton. For more information contact helena@sdcv.org.uk

Volunteer Force The Volunteer Force helps to develop and promote volunteering in South Derbyshire with particular reference to the advertising, recruiting, training and referring potential volunteers and providing recruitment support to voluntary and community groups and social enterprises. For more information contact Volunteer@sdcv.org.uk



Corporate Volunteers We have started to work with corporate businesses who are keen for their staff to volunteer to give something back to their local community and be more aware of the many issues that residents in South Derbyshire are experiencing. An example is Amazon and ElectroLube who supported the Food Bank with the Christmas rush – helping in the Food Bank to bring in the donations and making up the food parcels to give out to local residents.

Community Connectors Project This was originally the Covid Connectors Network supporting local communities sharing public health information updates relating to Covid. The project has now been renamed to the Community Connectors Project and focuses more on health and wellbeing, what services are available and moving into recovery from the pandemic. For more information email Selinaw@sdcv.org.uk

Communications We continue to send out regular newsletters/e-bulletins, events, training, job vacancies, volunteering opportunities and funding – www.sdcvs.org.uk

You can sign up to receive these communications via the homepage of our website – www.sdcvs.org.uk , and if you would like anything advertised, please email communications@sdcv.org.uk

We continue to target our non-digital audiences through our outreach work – leaflets/posters on parish notice boards, using the community magazines and attending more community events.

Education and Training at SDCVS Following a period of planning and change of staff, the new SDCVS Education and Training Manager will be launching a range of new courses for adult learners. The first of these courses will begin in late February with a focus on supporting adult family members who are experiencing economic disadvantage, disability, poor mental or physical health, learning disabilities, unemployment, rural or social isolation, lack of confidence or low aspirations. Attending this course will improve personal and social skills, confidence, resilience, wellbeing and employability.

For more information on this course and future courses at SDCVS, please contact Dave Protheroe, davep@sdcv.org.uk

Derbyshire Time Swap We've recently secured a brand-new contract with Derbyshire County Council called Derbyshire Time Swap. This contract is about supporting people across the county to embrace the benefits of Timebanking which is a way of exchanging skills without any money changing hands. You do what you love, when you want to... and get a little help when you need it. For every hour you spend helping someone, you earn an hour back from your time bank.

Our new team are now in place and are starting to work out in the different areas in Derbyshire:

- Stuart Martin – South Derbyshire & Erewash



- Jane Davison – Amber Valley & South Derbyshire Dales
- Lindsey Coombs – High Peak & North Derbyshire Dales
- Natalie Evans – Bolsover & North East Derbyshire
- Lucy Exton – our Admin Support Assistant

For more information please email derbyshiretimeswap@sdcvts.org.uk

Swadlincote Performing Arts SDCVS is pleased to announce the launch of a fantastic, innovative and community driven project is currently being developed in Swadlincote.

Its mission “*To aid economic development and a sense of Pride in Swadlincote, the project will provide the community with entertainment, bringing to the fore local and regional talent, supporting Swadlincote’s aim to be a vibrant and attractive visitor destination*” A standalone organisation will be established, to bring all of the arts together and will cumulate in an event at the end of August. The organisation will then continue to provide events and activities for the arts in the area. Anyone who would like to know more or be involved in the project please contact helena@sdcvts.org.uk.

Derbyshire Befriending – Our new Derbyshire Befriending website ...is now LIVE www.derbyshirebefriending.org.uk. You can find out all about befriending, what it is, how to find services or maybe even become a volunteer

Our Social Impact Report - <https://bit.ly/3jZ7LsD>

Councillor Pattern expressed The Hive does not provide transport delivery, so it is difficult for those outside of Swadlincote to visit.

Councillor Lemmon asked how people are supposed to access food parcels outside of the Swadlincote Area.

ACTION: CVS to take back the issue of the accessibility of the food bank into the more rural areas.

E/A 19. Local Authority Update and Public Q&A

Public Spaces Protection Orders extended for 3 years - Throughout September 2022 the Council consulted on a proposal to renew seven Public Spaces Protection Orders.

Public Spaces Protection Orders (PSPO) are a control measure, intended to deal with specific nuisances or problems in a defined area that are “detrimental to the local community’s quality of life”.

PSPOs have a lifespan of three years and the seven existing Orders were due to expire in January 2023. The consultation processes identified widespread support for



the continuation of the Orders and so the Council have extended them all until January 2026.

The seven PSPOs include:

Dog Fouling PSPO. Which makes it an offence for any owner not to pick up after their dog in all land open to the public in South Derbyshire.

Dogs on Lead PSPO. This makes it an offence for any owner not to keep their dog on a lead in any of the 23 parks and open spaces named in the Order.

Littering from Vehicles PSPO. This made the registered owner of a vehicle legally responsible for any litter thrown from their vehicle.

And the Staker Lane & Lowes Lane PSPOs. Which give the Council the power to put a gated entrance to a small length of public highway and prohibited unauthorised vehicles from accessing the lanes which are flytipping hotspots.

Breach of any of the PSPOs can result in a £100 fixed penalty notice or prosecution carrying a fine up to £1,000.

Copies of all of the Orders are published on the [PSPO section of the Councils website](#) and the Councils Environmental Health Facebook account contains regular information about recent fixed penalties which have been issued.

Social Housing Decarbonisation Funding – Wave One

Phase 1 works to extract and replace cavity wall insulation and install additional loft insulation have been completed at Kendricks Close (Hartshorne) and residents are already reporting being able to reduce the settings of their heating controls whilst remaining comfortably warm.

Work at Peniston Rise (Melbourne), Resthaven (Swadlincote) and Bailey Avenue (Overseal), has commenced and the final scheme at Gresley Woodlands commences in early February.

We have and continue to build a constructive working relationship with the contractor and the customer engagement activities are bringing positive benefits as evidenced by very few customer queries or complaints being received.

Phase 2 works to install high heat retention double glazing and doors at all properties is expected to start in early February with all works expected to be completed by 31st March 2023.

Voter Identification



From May 2023, all electors who wish to vote in person, including those acting as a proxy on behalf of another individual, will be required to produce an accepted form of photographic identification (photo ID) at polling stations before being provided with a ballot paper.

The Cabinet Office has decided to introduce this requirement to reduce cases of voter fraud. The requirement was brought in under the Elections Act 2022, and the relevant sections are now in force.

This requirement will apply to:

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- Recall Elections

The first poll this will apply to will be the local elections on Thursday 4 May 2023.

A comprehensive communications campaign will advertise the requirements in plenty of time across a broad range of channels before this policy is implemented nationwide.

What types of photo ID will be accepted?

Poll Clerks will be able to accept many forms of identification, including:

- Various concessionary travel passes
- PASS cards
- Ministry of Defence identity cards
- Photocard parking permits issued as part of the Blue Badge scheme
- Driver's licenses
- Passports

Expired photo ID will also be accepted, as long as the photograph is still a good likeness of the elector.

There are some information sheets with further information at the back of the room near the signing in sheet.

If you have any other questions or queries, please contact the Council Elections Office, or the Councils Website

Local Authority Q&A

A member of the public raised concerns over the Careline System as British Telecom are in the process of turning everything digital.

Kevin Stackhouse explained, the council is aware and there is a piece of work to go Digital with the current analogue system.



ACTION: Head of Housing to provide a report back Careline System going digital and peoples concerns of power cuts.

A member of the public raised concerns over the damage to grass verges throughout Etwall.

A member of the public raised concerns over increasing issues with the surface water in Etwall which is leading to issues on the road of Jacksons Lane.

Councillor Ford explained DCC are aware and Phil Lenton of SDDC has send a report to planning policy.

Councillor Ford explained there is a meeting next week with DCC to discuss the Flooding Issues on Carriers Road.

ACTION: Ford to update on flooding issues on Carriers Road.

Councillor Brown requested a litter pick on the A38 around the Egginton area.

ACTION: Follow up about a litter pick on the A38 around the Egginton area.

Councillor Brown asked if it could be taken back to clear the gravel off the road as you come off the A38 onto Church Road.

ACTION: Church Road off the A38: Request that the gravel is cleared off the road.

E/A20. Summary of Agreed Actions

| Action | Person responsible |
|--|--------------------|
| SNT to look at HGV issue outside Nisa at Hatton and Etwall. | SNT |
| SDDC to investigate abandoned caravan near Seven Wells Pub. | SNT |
| SNT to look into speeding concerns in Egginton. | SNT |
| SNT to organise a chat with Hilton Car Garage RE: Speeding concerns when on test drives. | SNT |
| CVS to take back the issue of the accessibility of the food bank into the more rural areas. | CVS |
| Housing to provide a report back Careline System going digital, and people's concerns of power cuts. | SDDC Housing |



| | |
|--|-----------------|
| SDDC to update on flooding issues on Carriers Road. | Councillor Ford |
| Request to Clean Team for a litter pick on the A38 around the Egginton area. | SDDC |
| Church Road off the A38: Request that the gravel is cleared off the road. | SDDC |

E/A 21. Close and Date of Next Meeting

Next Meeting date TBC

Councillor Brown

CHAIR

The meeting terminated at 7:47pm



SOUTH DERBYSHIRE AREA FORUM MEETING REPTON – AREA 2
Meeting Minutes – Tues 14th February 2023

Findern Village Hall

PRESENT: -

South Derbyshire District Council Representatives

Councillor Andrew MacPherson (Chair), Councillor Andrew Churchill, Councillor Kerry Haines, Councillor Lakvinder Singh, Councillor David Shepherd, Councillor Martyn Ford

Frank McArdle – Chief Executive
Heidi McDougall – Strategic Director of Service Delivery
Sean McBurney – Head of Cultural and Community Services
Claire Rawlins – ASB Officer
Rosie Collins – Communities Team Service Assistant (Taking Notes)

Derbyshire County Council Representatives

Councillor Neil Atkin and Councillor David Muller.

Derbyshire Police Representatives

PCSO David Marley, PCSO Kerry Wallington Waite

R/A 13. Open Meeting

Introductions and Housekeeping

Cllr Macpherson introduced himself, the top table and welcomed people to the meeting.

Apologies

Joan at Murrays Funeral Directors.

Chair's Announcements

Warm Spaces - Derbyshire County Council have launched a warm spaces fund to support organisations to provide a warm refuge for residents and their families struggling to heat their homes. Voluntary, community and charity organisations in Derbyshire can apply for a grant to set up warm spaces this winter.

Various buildings and venues across the district are open as warm spaces. To find out where these are and for further information about grants to open a warm space visit Warm spaces - Derbyshire County Council



Cllr Churchill raised the difficulty completing the form for the local plan online.

ACTION: Heidi McDougal – Feedback the difficulty with online Local Plan Consultation at the Local Plan Working Group tomorrow (15.02.23).

R/A 14. Police Safer Neighbourhood Team (SNT) Report and Police Q&A

We have been taking part in lots of community engagement events including those at Findern Village Hall and with the Local Scouts Group.

School talks and school patrols are frequently carried out across the whole of the area. We have seen an improvement in the parking at Findern School after working closely with them.

We have had an extremely busy period with Christmas and New Year. With regards to drink and drug driving, there have been over 180 arrests made over South Derbyshire. At the recent awards night, your SNT won team of the year!

Op-Sceptre will commence again on 15th May 2023.

Burglary Action Week will commence on 21st November 2023.

There have been numerous Vehicle Related Offences RE: no insurance and/or no license as well as both Drink and Drug Driving Offences.

There has been a specific market uptake in Community Speed Watch. Repton is back up and running and they have recently gained funding for equipment too. Willington have recently started up a new group, they have been out today and caught 4 speeders and have had 6 sites approved to carry out CSW.

Drug and drink driving campaign took place over the Christmas period. Lots of positive outcomes.

We have executed a number of drug warrants which have resulted in a number of positive outcomes. Within the Mercia Area, there is a low crime rate.

SNT Q&A:

A discussion took place on how to join Findern Community Speed Watch group. Ticknall Parish Council raised concerns over speeding in the village. There is no CSW so we only reply on CREST but we have not received any data for a while. Repton Parish Council asked why the police cannot enforce 20 is plenty?

ACTION: Heidi McDougal to enquire to County Council about 20 is plenty in the area

Councillor Churchill thanked the SNT for their continued hard work.

PCSO Supervisor Wallington-Waite advised that multi-agency meetings had started to take place RE: Foremark with the summer months fast approaching.



R/A 15. South Derbyshire Community Safety Partnership/ Safer Neighbourhood Grants Update

Claire Rawlins provide the following update:

Safer Spaces Meeting - This is a new meeting which has been set up to look at ASB and Crime issues in Urban Core, especially around the Parks and Open Spaces. A recent Contextual Safeguarding Survey carried out by Granville School showed fear of crime in parks - especially Eureka Park where there has been some high-profile incidents in recent years. The group is carrying out further consultation in schools and with youth groups to see what would make young people feel safer in these areas.

Op Sceptre & Knife Crime Prevention - We have also been supporting Street Whyze in South Derbyshire Support Centre with 1-2-1 and group intervention around knife Crime.

Granville School have also bought in the 'Switch up' Theatre in Education Performance which is both interactive and engaging. Pingle have also booked the performance for this year and the Partnership will support the initiative in future years with a 50% contribution of each performance.

Safer Homes - CVS have won the Tender for The Safer Homes Scheme and will continue to operate the scheme for the next three years. The service installs security measures to victim's and vulnerable people's homes free of charge. Self-referrals can be made, leaflets on the scheme are on the sign in table

Vehicle Crime Initiatives- We have located two hotspot areas along the A50 Corridor around the Swadlincote Area. Our manager (Chris Smith) has met with the Inspector and Community engagement events have taken place around the area where tool marking kits were provided for van owners. In addition, we are currently liaising with Balfour Beattie regarding some new A50 Signage.

Safer Neighbourhoods Funding – One new application had been received which was for £2500 towards the running of Repton Youth Club. The total project cost is £6190 and will enable the youth group to continue to be run by Dizzy Heights for another year. The group approved the grant award.

There is still Funding available for projects for the current financial year. Anyone with any projects should contact Chris or Rosie. Two applications have now been funded in area 2 this year. An allocation of £1400 was also made to Repton Parish Council for a new lighting column on a footpath.

Findern Footpaths raised the question of gaining Wildlife Cameras for the Footpaths group.

ACTION: CR to take back the issue of Wildlife Cameras for Findern Footpaths.

R/A 16. Local Authority Update and Public Q&A

Public Spaces Protection Orders extended for 3 years-Throughout September 2022 the Council consulted on a proposal to renew seven Public Spaces Protection Orders.



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Local Authority Q&A:

A member of the public asked, what is the process and deadline for voter ID?

Heidi McDougal reiterated the process and urged people to vote via postal vote. Councillor Churchill explained, a lot of places outside of Swadlincote that need help & support – not just Swadlincote itself. He explained the cost of new play equipment which now falls under the Parish Council and asked if contributions can be made from SDDC.

ACTION: SM to look at contribution from Parks and Green Spaces Team to the local Parish Councils to help with the running cost of play equipment and safety inspections.

Councillor Shepherd explained he has a list of matters for County Council. Councillor



Atkin will speak with Shepherd outside of the meeting.

A member of the public raised concerns over the state of the footpaths between Findern and Highfields.

ACTION: Councillor Ford to chase footpath issue in Findern to Heathfields.

A member of the public asked if the dates for gully cleaning could be published publicly? Heid explained SDDC are always dubious about giving dates and instead we work through a schedule instead.

ACTION: HM to find out when the gully schedule will be published and information on when they were last cleaned.

A member of the public asked if the same could be done for the grass cutting schedule too.

ACTION: HM to find out if the Grass cutting schedule can be made publicly available

R/A 17. Local Community and Voluntary Sector Projects/ Update

Active Travel This service supports people who have no transport and are unable to use public transport to take them to medical appointments (GP's and hospital appointments). In the last three months we have supported 74 individuals and had 219 contacts. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or projectsupport@sdcv.org.uk

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May we take this opportunity to thank the residents and businesses in South Derbyshire that have supported the Food Bank over the past year with financial and food donations. This valued support has meant that many vulnerable and disadvantaged people have been able to access this service and start receiving other support including debt and benefit issues, domestic abuse and more recently the cost-of-living crisis.

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Our new team are now in place and are starting to work out in the different areas in Derbyshire:

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- Jane Davison – Amber Valley & South Derbyshire Dales
- Lindsey Coombs – High Peak & North Derbyshire Dales
- Natalie Evans – Bolsover & North East Derbyshire



- Lucy Exton – our Admin Support Assistant

For more information please email derbyshiretimeswap@sdcv.org.uk

Swadlincote Performing Arts SDCVS is pleased to announce the launch of a fantastic, innovative and community driven project is currently being developed in Swadlincote.

Its mission “*To aid economic development and a sense of Pride in Swadlincote, the project will provide the community with entertainment, bringing to the fore local and regional talent, supporting Swadlincote's aim to be a vibrant and attractive visitor destination*” A standalone organisation will be established, to bring all of the arts together and will cumulate in an event at the end of August. The organisation will then continue to provide events and activities for the arts in the area. Anyone who would like to know more or be involved in the project please contact helena@sdcv.org.uk.

Derbyshire Befriending – Our new Derbyshire Befriending website ...is now LIVE www.derbyshirebefriending.org.uk. You can find out all about befriending, what it is, how to find services or maybe even become a volunteer

Our Social Impact Report - <https://bit.ly/3jZ7LsD>

CVS Questions & Answers:

A member of the public asked, how do we access transport to the rural areas? There is a lot of support into Swadlincote but the main interest over the next year should be to look at this matter.

CVS explained, they are conscious of that, and it is something which they will be looking at.

Councillor Shepherd explained, pre-covid, there was a Stenson Ward Luncheon Club – is there any plan to re-energise this?

Helen explained she would contact Councillor Shepherd about the Luncheon Club.

ACTION: Councillor Shepherd and Helen at CVS to discuss the Stenson Fields Luncheon Club.

R/A 18. Summary of Agreed Actions

| Action | Person responsible |
|--|--------------------|
| Bring up difficulty with online Local Plan Consultation at the Local Plan Working Group tomorrow (15.02.23). | Heidi McDougall |
| Enquire whether DCC can enforce 20 is plenty | Communities Team |
| Enquiry into whether Findern Footpaths can install Wildlife Cameras | Communities Team |
| Look at the contribution from Parks and Green Spaces Team to the local Parish Councils to | Sean McBurney |



| | |
|--|-----------------|
| help with the running cost of play equipment and safety inspections. | |
| Speak with DCC regarding state of Footpaths between Findern and Highfields | Cllr Ford |
| Enquiry into whether gulley clearing schedule and grass cutting schedules can be made publicly available and information on when they were last cleaned. | Heidi McDougall |
| Cllr Shepherd made an enquiry into the Luncheon Club at Stenson could be reintroduced. | Helen at CVS |

R/A 19. Close and Date of Next Meeting

Next Meeting Date TBC

Councillor Andrew MacPherson
CHAIR

The meeting terminated at 19:35.

SOUTH DERBYSHIRE AREA FORUM MEETING

LINTON – AREA 6

Meeting Minutes – February 16th, 2023 St Matthews Church Hall, Overseal

PRESENT: -

South Derbyshire District Council Representatives

Councillor Amy Wheelton (Chair), Councillor Amy Brigden

| | |
|-----------------|---|
| Ardip Sandhu – | Head of Legal and Democratic Service |
| PCSO Thompson - | Derbyshire Police |
| PC Holmes - | Derbyshire Police |
| Sean McBurney - | Head of Cultural and Community Services(SDDC) |
| Rosie Collins – | Service Assistant (SDDC) (Taking notes) |
| Max Boyce - | Environmental Health |

Derbyshire County Council Representatives

Cllr Stuart Swann

Derbyshire Police Representatives

Sgt Tarj Nizzer
PCSO Andrea Thompson

N/A 15. Open Meeting

a) Introductions and Housekeeping

b) Apologies

Councillor Ackroyd, Councillor Redfern, Councillor Corbin & Councillor Pegg.

c) Chair's Announcements

Summer Activities 2023

Bookings are well underway for our ever-popular Summer Activities. With 70% of available sessions booked within the first week of the booking window, Parish Councils have until Friday 10th February to secure sessions within their local area.

Warm Spaces



Derbyshire County Council have launched a warm spaces fund to support organisations to provide a warm refuge for residents and their families struggling to heat their homes. Voluntary, community and charity organisations in Derbyshire can apply for a grant to set up warm spaces this winter.

Various buildings and venues across the district are open as warm spaces. To find out where these are and for further information about grants to open a warm space visit [Warm spaces - Derbyshire County Council](#).

Parks & Green Spaces Events

March Butterfly survey training – dates to be confirmed FREE TO ATTEND. Butterfly survey training will take place at Swadlincote Woodlands and Coton Park Nature Reserve in March. Training will be provided by the Parklife Officer. The training is provided to volunteers wishing to take part in a summer survey of butterflies at these sites. Each year the training is an opportunity to recruit new volunteers and retain some of the existing volunteers so that results can be recorded and submitted to Butterfly Conservation for monitoring of butterflies in the local area.

5th April 2023 – Coronation Teddy Trail event at Eureka Park 11.00am to 12.30pm FREE TO ATTEND – This event being led by the Parklife Officer and Get Active. A led walk around Eureka Park with Bertie the Bear and craft activity at end of walk.

d) To Receive the Minutes of the Last Meeting

The minutes were approved as a true and accurate report.

e) Matters Arising from the Last Minutes

N/A 16. Police Safer Neighbourhood Team (SNT) Report and Police Q&A

PCSO Thompson updated:

The SNT have had an extremely busy period with Christmas and New Year. With regards to drink and drug driving, there have been over 180 arrests made over South Derbyshire. CREST have been out frequently within the area monitoring speeding.

If there is anyone who would like to be involved in Community Speed Watch – please get in touch and the SNT can get you enrolled onto the training.

School patrols continue each week, as well as educational school talks too.



HGV's were previously set as a priority for the area, they see the issue on a daily basis. There has been a lot of hard work on the issue within the area by the team and partner agencies and please be assured, work will be ongoing for this matter.

Most feedback from the companies is that the Driver's Tom Tom's are not working correctly. The SNT have contacted over 30 different companies, never the same twice. The transport managers have taken the information on board, and we have received really good feedback from them too. We need to remember though, that on occasion, there will be some HGV drivers delivering locally.

The SNT recently took part in an Animal Welfare Warrant with the help of SDDC EH Team whereby the individuals being prosecuted pleaded guilty resulting in a positive outcome for us and SDDC.

The SNT have been working with the local Horse-Riding Community "pass slow and wide" scheme. We will be looking to support them further in the coming months.

Another good result for the team, a 42-year-old has been arrested on possession with intent to supply drugs.

At the recent awards night, your SNT won team of the year!

Op-sceptre will commence again on 15th May 2023.

Burglary Action Week will commence, 21st November 2023.

There have been numerous Vehicle Related Offences RE: no insurance and/or no license as well as both Drink and Drug Driving Offences.

Working with Stapenhill officers on a cross boarder Nuisance Motorbike issue around Burton sailing club area.

Sgt Nizzer updated that, in terms of the HGV issues in the area, it is a work in progress, and we will again be visible on operations which are up and coming.

Regarding staffing, there is going to be another PCSO added to the area working opposite shifts to Andrea. In the next coming months, there will be additional PC's added to the team too.

The Chair, Councillor Wheelton thanked SNT for their work.

Police Q&A:

A member of the public asked, in terms of E-Scooters what evidential aspects are needed to take action where a member of the public sees someone riding a scooter.

PCSO Thompson if it is a child riding the scooter, we would need their details so we could speak with their parents to educate them on the matter. Also, if it is an



adult riding them, again details would be needed, and we would expect them to be educated on the rules and regulations around them so the scooter would be seized.

Councillor Bridgen raised an incident in Rosliston whereby a resident was subject to a hit and run with an aggressive driver. A complaint was not dealt with in a timely manner, Cllr Bridgen asked how the police would deal proportionally with a serious incident like that, would this not be given higher priority?

Sgt Nizzer explained due to the incident being an ongoing investigation a comment cannot be made. However, there is a phrase called “golden hour” whereby we will look at what else is going on across the division and put our resources where they need to be in accordance with what else is going on. A discussion took place about the time span of an investigation.

ACTION: SNT to update Cllr Bridgen in response to specific incident raised.

Linton parish asked, will the police act on reports of illegal number plates?
Sgt Nizzer explained you can report them via the DVLA.

N/A 17. South Derbyshire Community Safety Partnership/ Safer Neighbourhood Grants Update

Safer Spaces Meeting

This is a new meeting which has been set up to look at ASB and Crime issues in Urban Core, especially around the Parks and Open Spaces. A recent Contextual Safeguarding Survey carried out by Granville School showed fear of crime in parks - especially Eureka Park where there has been some high-profile incidents in recent years. The group is carrying out further consultation in schools and with youth groups to see what would make young people feel safer in these areas.

Op Sceptre & Knife Crime Prevention

This is a national campaign to prevent knife crime, we have supported the local Police Team in by providing chalk spray and stencils for use in the parks and making Social Media posts.

We have also been supporting Street Whyze in South Derbyshire Support Centre with 1-2-1 and group intervention around knife Crime.

Granville School have also bought in the ‘Switch up’ Theatre in Education Performance which is both interactive and engaging. Pingle have also booked the performance for this year and the Partnership will support the initiative in future years with a 50% contribution of each performance.

Safer Homes



CVS have won the Tender for The Safer Homes Scheme and will continue to operate the scheme for the next three years. The service installs security measures to victim's and vulnerable people's homes free of charge. Self-referrals can be made, leaflets on the scheme on the sign in table.

The Anti-Violence Bee

The Manchester Anti-Violence Bee recently visited Swadlincote as part of the Derbyshire Tour. The bee was situated at Morrisons, Granville Academy and The William Allitt Academy on different occasions. The 11ft bee is a statue made entirely of guns and knives which were confiscated by police from the streets of Manchester.

CPNW's Issued & CBO Application

Three new CPNW's have recently been issued to residents who are suspected of smoking cannabis at home which is having a detrimental impact on surrounding neighbours through the strong odour.

One CBO application is with the CPS for a juvenile offender who has been involved in incidents of crime and disorder within Swadlincote area.

Safer Neighbourhoods Funding

There is still Funding available for projects for the current financial year. Anyone with any projects should contact community.safety@southderbyshire.gov.uk for more information. There is still money left for new funding applications.

N/A 18. Local Community and Voluntary Sector Projects/ Update

Active Travel

This service supports people who have no transport and are unable to use public transport to take them to medical appointments (GP's and hospital appointments). In the last three months we have supported 74 individuals and had 219 contacts. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or projectsupport@sdcvs.org.uk

Befriending

Since March 2020 our Befriending Service has been carried out through telephone calls. We are beginning to talk to volunteers and service users who want to resume face to face visits. In the last three months we have supported 45 individuals and 540 contacts based on one visit per week. We are looking for more volunteers to help deliver this service. Referrals and enquiries can be made to 01283 219761 or connect@sdcvs.org.uk

Handy Person Help at Home Support Service



This service provides practical solutions for those who need a bit of help to stay independent in their own homes. We can help with grab rails, key safes and other minor adjustments. In the last three months we have received 104 referrals and 142 visits. Referrals and enquiries can be made to 01283 219761 or handysupport@sdcvs.org.uk

Home From Hospital

This scheme has been continuing to support people throughout the pandemic. We have been helping people with shopping and prescription/ medication collection doing doorstep deliveries and these are continuing too. In the last three months we have supported 30 new open cases and 22 new referrals across South Derbyshire. We are beginning to plan to introduce home visits again but we will be doing so with caution and with procedures in place to keep everyone involved safe. We are looking for volunteers to help deliver this service. Referrals and enquiries can be made to 01283 817417 or home@dhfh.org.uk

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Our Social Impact Report - <https://bit.ly/3jZ7LsD>

CVS Q&A

A member of the public asked, how do you know people turning up to the foodbank genuinely need it?

CVS responded that there is a system which we constantly revise within the CVS Food Bank Scheme.

N/A 19. Local Authority Update and Public Q&A

Beat the Street

Beat the Street is coming to Swadlincote! From 15th March to 26th April, Swadlincote is being transformed into a giant game! Beat the Street is a free, fun, walking cycling and wheeling game, which gets staff, pupils and their families out and about in the local area, having fun and keeping healthy.

Beat the Street is designed to get children and communities moving by helping people to make small changes, such as walking or cycling to school every day, to improve physical and mental health and help embed physical activity into everyday life. So far,



1.6 million people and 5, 000 schools have taken part in games in 154 places across the UK and beyond.

School children and local communities will be able to collect their game cards and register to play. Game card readers called 'Beat Boxes' will be positioned around Swadlincote including outside schools and in parks. Each time a player taps the Beat Boxes with their registered cards, they will earn points for their school or community team. The total number of points will be counted on the leader board, and winning teams will win prizes for their efforts.

We will have lots of events and pop-up games taking place between 15th March and 26th April, so keep checking the website: www.beatthestreet.me

Public Spaces Protection Orders extended for 3 years

Throughout September 2022 the Council consulted on a proposal to renew seven Public Spaces Protection Orders.

Public Spaces Protection Orders (PSPO) are a control measure, intended to deal with specific nuisances or problems in a defined area that are "detrimental to the local community's quality of life".

PSPOs have a lifespan of three years and the seven existing Orders were due to expire in January 2023. The consultation processes identified widespread support for the continuation of the Orders and so the Council have extended them all until January 2026.

The seven PSPOs include:

Dog Fouling PSPO. Which makes it an offence for any owner not to pick up after their dog in all land open to the public in South Derbyshire.

Dogs on Lead PSPO. This makes it an offence for any owner not to keep their dog on a lead in any of the 23 parks and open spaces named in the Order.

Littering from Vehicles PSPO. This made the registered owner of a vehicle legally responsible for any litter thrown from their vehicle.

And the Staker Lane & Lowes Lane PSPOs. Which give the Council the power to put a gated entrance to a small length of public highway and prohibited unauthorised vehicles from accessing the lanes which are flytipping hotspots.

Breach of any of the PSPOs can result in a £100 fixed penalty notice or prosecution carrying a fine up to £1,000.

Copies of all of the Orders are published on the [PSPO section of the Councils website](#) and the Councils Environmental Health Facebook account contains regular information about recent fixed penalties which have been issued.



Social Housing Decarbonisation Funding – Wave One

Phase 1 works to extract and replace cavity wall insulation and install additional loft insulation have been completed at Kendricks Close (Hartshorne) and residents are already reporting being able to reduce the settings of their heating controls whilst remaining comfortably warm.

Work at Peniston Rise (Melbourne), Resthaven (Swadlincote) and Bailey Avenue (Overseal), has commenced and the final scheme at Gresley Woodlands commences in early February.

We have and continue to build a constructive working relationship with the contractor and the customer engagement activities are bringing positive benefits as evidenced by very few customer queries or complaints being received.

Phase 2 works to install high heat retention double glazing and doors at all properties is expected to start in early February with all works expected to be completed by 31st March 2023.

Voter Identification

From May 2023, all electors who wish to vote in person, including those acting as a proxy on behalf of another individual, will be required to produce an accepted form of photographic identification (photo ID) at polling stations before being provided with a ballot paper.

The Cabinet Office has decided to introduce this requirement to reduce cases of voter fraud. The requirement was brought in under the Elections Act 2022, and the relevant sections are now in force.

This requirement will apply to:

- UK Parliamentary General Elections
- Local Elections
- Local Referendums
- Police and Crime Commissioner Elections
- Recall Elections

The first poll this will apply to will be the local elections on Thursday 4 May 2023.

A comprehensive communications campaign will advertise the requirements in plenty of time across a broad range of channels before this policy is implemented nationwide.

What types of photo ID will be accepted?

Poll Clerks will be able to accept many forms of identification, including:

- Various concessionary travel passes
- PASS cards
- Ministry of Defence identity cards



- Photocard parking permits issued as part of the Blue Badge scheme
- Driver's licenses
- Passports

Expired photo ID will also be accepted, as long as the photograph is still a good likeness of the elector.

If you have any other questions or queries, please contact the Council Elections Office, or the Councils Website.

Local Authority Q&A

County Councillor's were asked to address the state of the road from Linton to Rosliston. Councillor Swann explained this matter had already been reported.

A member of the public raised from Coton Park to the Railway Bridge – we have been calling out the clean team fortnightly, can we have some covert cameras or signage on that road? Max Boyce from SDDC Environmental Health, explained this is covered by the PSPO. We ask for evidence from members of the public i.e. dash cam, CCTV etc. We will arrange to go out and check for signage.

ACTION: Max Boyce (SDDC EHO) to visit the road from Coton Park to the Railway Bridge towards Swadlincote RE: flytipping/ littering.

A Parish Councillor raised, regarding the upcoming elections how are the estimated cost of elections to Parish Council's worked out? It has recently arrived, but this is after we set the precept. There is no breakdown as to why it cost so much.

ACTION: Ardip to forward Breakdown of Cost to Parish Councils for the upcoming elections.

A discussion took place about the traffic issues in Walton-on-Trent.

N/A 20. Summary of Agreed Actions

| Action | Person responsible |
|--|--------------------|
| SNT to update Cllr Bridgen in response to specific incident raised. | PCSO Thompson |
| EH to visit the road from Coton Park to the Railway Bridge towards Swadlincote RE: flytipping/ littering | Max Boyce |
| Breakdown of cost to Parish Councils for the upcoming elections to be sent. | Ardip Sandu |

N/A 21. Close and Date of Next Meeting

TBC. Venue to be confirmed.

Councillor Amy Wheelton
CHAIR

The meeting terminated at 19:45pm

